

Work Related Driving Policy

Cognizant Technology Solutions UK Ltd (“Cognizant”) - Work Related Driving Policy

Policy Statement

Cognizant considers health and safety at work to be of paramount importance. We also have a statutory duty under the Health & Safety at Work etc Act 1974 to ensure the safety of anyone who drives on Cognizant’ business and of anyone else who may be affected by our associates’ actions when driving in the course of their duties. This policy sets out what is required from those who drive during the course of carrying out their role at Cognizant and to ensure the levels of associated risk are properly managed and controlled. The guidance given in this policy does not replace an individual’s own duty to comply with any legal requirements that they may be subject to when driving.

Where this policy refers to legal requirements, this covers only those requirements as at the date of this policy and should be regarded as a summary rather than a detailed explanation of the law. The law may change and it is each Driver’s individual responsibility to familiarise themselves with changes that may affect them and to comply with their individual legal duties at all times.

Breaches of this policy may result in disciplinary action being commenced, and in the case of serious or repeated breaches, may result in the termination of employment.

Principles

For the purposes of this policy, the term ‘Driver’ should be taken to mean all employees of Cognizant or its affiliates who are required to drive a vehicle whilst on Cognizant Business (as defined below). Contractors are not covered by this policy.

Cognizant Business includes (but is not limited to) driving between offices, to attend meetings or client meetings. Cognizant Business does not include commuting between your place of residence and your normal place of work.

All Drivers should comply with the relevant road safety legislation and health & safety legislation.

As a general principle we encourage Drivers to consider whether their journey is necessary, and to use public transport where practicable. Please consider this both from a health and safety and environmental perspective.

Scope

Vehicles privately owned but used for Cognizant Business, are classed as work equipment.

Key Responsibilities:

Driving Licences & Eligibility to Drive

All Drivers must be in possession of a full, valid driving licence. It is the responsibility of the driver to inform the Talent Team immediately if for any reason their licence is suspended or has had any conditions placed upon it, or they are convicted of a driving offence during their employment. Drivers must not have any driving related convictions. Cognizant reserves the right to request a copy of a Driver’s driving licence at any time to verify the associate’s eligibility to drive.

Drivers who hold a full and valid driving licence issued within the EU are permitted to drive any insured vehicle listed on their licence within Great Britain.

Non-EU residents who hold a full and valid driving licence issued outside the EU are permitted to drive any insured small vehicle (e.g. car or motorcycle) listed on their licence for a period of 12 months from the date they last entered Great Britain. The 12 month period starts again if you leave and re-enter Great Britain. After this 12 month period expires, drivers must apply for a full British driving licence via the Driving and Vehicle Licence Agency (“DVLA”).

Roadworthy Vehicles

It is the responsibility of the driver to ensure that their vehicle is roadworthy and if over 3 years old has passed the required annual roadworthy test (MOT). General maintenance checks (tyre pressure, oil and water levels, headlight beams etc) should be regularly performed by the driver as well prior to any long journey.

Insurance

Drivers must ensure that ‘business use’ cover is included in their vehicle’s insurance policy if a private vehicle is to be used for business use. It is the Driver’s responsibility to check the position with the Insurance Company or Broker before undertaking any journey. Drivers must not drive a vehicle on Cognizant Business unless this cover is in place. Cognizant reserves the right to request sight of a Driver’s insurance policy before allowing him or her to drive on Cognizant Business in a private vehicle.

Mobile Phones and Sat-Nav

It is illegal to use a handheld mobile phone whilst driving. The definition of a ‘handheld phone’ includes any electronic device used for accessing voice, text or other communications if the device is handheld during part of these operations. A driver is regarded as ‘driving’ if the engine is running, even if the vehicle is stationary.

Drivers should not use any type of mobile phone (whether or not a hands-free car kit is being used) whilst driving as anyone using a phone or Blackberry may be distracted from concentrating and observing road conditions. “Using” a mobile phone includes picking up or sending text messages or emails. To discourage the use of phones or other hand-held devices while driving, Cognizant will not provide hands-free car kits. Instead, before setting off on a journey, phones and emails should be diverted to voicemail where an up to date message should be recorded including details of an alternative contact if the matter is urgent. If a Driver must make or answer a phone call or deal with emails or texts while in transit, he or she must stop in a safe position and switch off the engine to pick up messages and before he or she makes or answers a call / emails.

Cognizant accepts that many Drivers will have Tom-Toms or other satellite navigation systems installed in their vehicles (as opposed to having GPS or navigation systems on their mobile phones, in which case the restrictions set out above apply). While such devices may be used while driving on Cognizant Business, Drivers are required to comply with any legal requirements and for their use and in any event, should avoid the temptation to “fiddle around” with them while moving and should not allow the device to distract the Driver from driving safely.

Alcohol, Drugs and Medication

Drivers must abide by the prevailing drinking and driving legislation. Even where minimum levels of alcohol are permitted, it is safer not to drink any alcohol before driving, nor to drive the morning after substantial alcohol intake, as even if a Driver has stopped drinking, blood alcohol levels may still be too high to drive safely.

Drivers should never feel that the nature of their job makes it difficult to abide by drink/driving legislation. A conviction for drink-driving, whether or not incurred while on Cognizant Business is viewed by Cognizant as serious and may have an impact on the commercial terms Cognizant agrees with its clients as well as a Driver’s ability to carry out his or her role.

It is an offence to drive if unfit through the use of drugs and the law makes no distinction between impairment due to illicit drugs or those which have been lawfully prescribed or purchased. If prescribed or non prescribed drugs are purchased, check whether they will affect the ability to drive. If a Driver’s ability to drive safely could be or is affected by drugs or any form of treatment, or the Driver has been convicted of an offence relating driving while taking drugs or medication the Driver should notify talent management immediately, and driving on Cognizant Business is prohibited unless and until Cognizant confirms that driving on Cognizant Business may be resumed.

Cognizant reserves the right to commence disciplinary procedures where Drivers have been convicted for offences involving the use or consumption of drugs or alcohol while driving or have otherwise been convicted of driving without due care and attention or similar.

Smoking

Drivers should not smoke whilst driving on Cognizant Business due to the potential distraction. Although the laws against smoking in the workplace do not apply to private vehicles when used for business, we ask all Drivers not to smoke while driving, and we expect anybody occupying a car on or in relation to Cognizant Business (whether driving or not) to have consideration in this respect for any non-smokers who may also be in the vehicle and to respect any request made by the owner of a vehicle not to smoke in it. Where a Driver is using a hired car on Cognizant Business, in addition to the terms of this policy, he or she is required to comply with any additional requirements that the rental company may have in relation to smoking in its vehicles.

Medical Conditions

Drivers have a statutory obligation to report relevant medical conditions to the DVLA and are also required to inform their manager and local Talent Manager as soon as reasonably practicable of any medical condition which may affect their ability to drive.

A medical professional may be consulted by Cognizant prior to the Driver being allowed to drive on business, and the Driver is expected to comply with any reasonable requests to attend a medical examination for this purpose. No Driver should drive on Cognizant Business (or otherwise) knowing that a medical condition may affect their ability to drive safely.

Cognizant pays for eye tests (please see our Eye Care Policy) but does not make a contribution towards the cost of spectacles if required for driving. All Drivers must satisfy the eyesight requirements of the Highway Code and must undergo an eye test at least every 2 years.

Driving Hours, Breaks and Safety

Drivers should not get into a car if they feel tired and should make alternative arrangements.

In order to maximise concentration when driving, by way of guideline, a Driver should take a minimum of 15 minutes rest after 2 hours driving and should drive for no more than 6 hours per day (whether on Cognizant Business or not).

Where a journey may exceed 6 hours, use of public transport or an overnight stop should be strongly considered. Please remember to take the guidelines on driving hours into account where working hours have been long or there is a long journey planned.

Drivers should stop in a safe place and take a break if they feel tired or drowsy, whether or not they have driven for the maximum periods suggested above.

Feeling tired at the wheel can affect the ability to concentrate and correctly perceive, assess and respond to road hazards and to make safe decisions. Help to minimise tiredness and stress by:-

- allowing plenty of time for the journey and plan the route well in advance
- trying to avoid peak hour traffic and areas with heavy traffic congestion
- planning workload carefully and consider using public transport instead of driving.

Drivers who are driving long distances alone on Company Business should leave details with colleagues, setting out where they are going, the route taken and the estimated time of arrival.

Drivers should also consider taking up membership of a breakdown service.

Speeding

Drivers should allow sufficient time for a journey so that speed limits are not exceeded. Drivers are urged to plan ahead and allow sufficient time for a journey, after taking traffic conditions into account. If there is insufficient time for the journey or you have planned the journey properly but are delayed by issues beyond your control (congestion etc), you should stop your car when it is safe to do so, and call your manager and/or the person with whom you are due to meet to make alternative arrangements. The fact that you may be late for a meeting or a call will not be regarded as sufficient or reasonable explanation for breaking the law.

Weather

If adverse weather could affect your journey and/or road conditions, please consider whether the journey is necessary or whether public transport could be used. Cognizant asks all Drivers to exercise caution and to reconsider driving in difficult weather conditions.

Accident Reporting

If you are in an accident whilst driving on Cognizant Business, report the matter to the Line Manager, Office Manager and complete an Incident Report Form. Observe any legal requirements concerning reporting accidents and note the details of third party involvement.

Risk Assessment

The “Work Related Driving” risk assessment must be reviewed and completed by all high business use mileage Drivers annually to ensure that all hazards and risks are adequately addressed. High business use is deemed to be 20,000 miles per annum.

Any risks identified by the assessment are to be brought to the attention of the Driver’s manager by the Office Manager. The Office Manager will suggest actions to reduce the risk identified.

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