

WORK-RELATED DRIVING POLICY

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1 Objective

It is our objective to promote a positive culture around health and safety, to enable our colleagues to go home safe and well every day.

The Health and Safety Executive (HSE) has recognised that work-related driving is one of the most dangerous things that many workers will do. It is estimated that up to a third of all road traffic incidents involve someone who is "driving for work" at the time.

We acknowledge and are committed to managing our road risk and delivering our statutory and other obligations with regard to implementing an effective work-related driving policy. We will comply with the requirements of The Road Traffic Act (UK) & The Road Traffic Act (Ireland), HSE, Department of Transport and RoSPA Guidance and other client requirements.

We have a duty of care to ensure, so far as is reasonably practicable, the health, safety and welfare of all our employees and all persons likely to be affected by our actions or omissions.

We are committed to continual improvement in health and safety, in the wellbeing of our employees, providing safe and healthy working conditions and the prevention of accidents, injury and ill health in the workplace, while on site, travelling for business, including work-related driving.

We recognise that strong health and safety leadership is essential to maintaining and developing a good working environment.

The policy is applicable to all employees who undertake work-related driving on behalf of COWI. It covers company-owned, hired, leased vehicles and employees' own vehicles should they use them for work-related driving journeys.

This policy does not cover commuting to and from your contracted place of work or any private use.

2 Scope

COWI in the UK & Ireland are companies of consulting professionals, specialising in the design and development of transportation infrastructure and energy projects. We undertake projects at our offices in Bristol, Derby, Dublin, Glasgow, London and York. We are a subsidiary of COWI A/S.

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2.0	31 ST March 2025	PASL	AIMA	ANSL	1 st March 2026

3 Policy statement

We will comply with the COWI Group Occupational Health and Safety Policy, which states:

- › We will not compromise a healthy and safe working environment for economic or productivity reasons.
- › We will encourage our employees to openly share and discuss health and safety issues.
- › We will emphasize that a healthy and safe working environment requires awareness from both management and employees
- › We will comply with all relevant health and safety legislation and codes of practice

We will take measures and monitor, as far as reasonably practicable, to ensure that all employees and others working on our behalf are aware of and adhere to the guidelines for work-related driving.

In particular we shall:

- › Demonstrate commitment from the Board of Directors to promote a positive health and safety culture and the prevention of accidents through work-related driving
- › Consider work-related driving activities to be a significant health and safety risk
- › Implement and maintain a Health and Safety management system in accordance with the principles of ISO 45001:2018
- › Provide relevant information, driver awareness training, resources and support with regard to the planning and management of work-related driving
- › Comply with all relevant health and safety legislation, guidance, best practice and other requirements
- › Implement processes and procedures to manage work-related driving and will not encourage or condone any employee breaking the relevant legislation to fulfil a work commitment
- › Plan not to exceed the maximum working hours, including travel time. Work-related driving is included in the daily working hours
- › Cover the cost of overnight accommodation, regardless of travel time, if an employee feels fatigued if work-related driving is required
- › Encourage the use of communication technology and public transportation to reduce the need for work-related driving
- › Implement an annual Work-related Driving Declaration to identify work-related drivers, to confirm that they are fit and competent to drive, that they comply with the legal requirements, and if using their own vehicle, that it is roadworthy, and they have sufficient insurance in place
- › Ensure that company vehicles are adequately serviced, insured and maintained in accordance with the manufacturer's recommendations
- › Prohibit the use of mobile phones, including hands-free devices, whilst driving on company business

- › Prohibit the use of motorcycles, scooters and other 2 wheeled vehicles for work-related driving purposes

We are committed to continual improvement in work-related driving through:

Reviewing this policy annually or more frequently, depending on legislation changes or changes in work-related driving practices.

Regular feedback and consultation with employees, and providing current, relevant driving and travelling safely information.

Monitoring and reporting

Reactive monitoring of all work-related driving accidents/incidents and near misses. We encourage employees to also report commuting accidents/incidents, and near misses.

We will proactively monitor our health and safety management system through audit and inspection, including monitoring and reviewing our work-related driving procedures and processes.

We monitor the completion of the annual Work-related Driving Declaration and driving awareness training.

Accountability and responsibility

The Board of Directors is ultimately responsible for setting objectives to promote a positive health, safety and wellbeing culture for all employees, allocating suitable resources to manage work-related driving.

The Senior Vice President responsible for Health and Safety is responsible for raising any work-related issues to the attention of the Board of Directors for action and additional allocation of resources where required.

The Senior Vice President responsible for Health and Safety and the Head of Health and Safety are responsible for monitoring company compliance with legislation, including work-related driving, and for the issue of health and safety-related instructions and information.

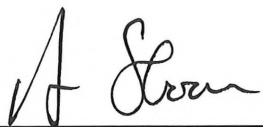
All employees have a responsibility to:

- › Comply with their legal responsibilities as an employee under health and safety legislation and as a driver under legal requirements, including compliance with speed limits, etc
- › Take reasonable care of their own health, safety and wellbeing and that of others who may be affected by their actions or omissions
- › Co-operate with the company policies in place to protect them and others, including the Alcohol & Drugs policy and the Working Hours policy
- › Complete the Annual Work-Related Driver Declaration, declaring that they are fit to drive, their vehicle is roadworthy and insured for business
- › Declare to People & Organisation any medical conditions/impairments which could adversely affect their ability to drive safely

- › Have regular eye tests and wear corrective glasses for work-related driving, if required
- › Provide a copy of their current driving licence, if requested, and report any driving endorsements/disqualifications to People & Organisation. To provide permission for driving licence checks, if required
- › Complete the driver awareness training
- › Be physically, mentally and emotionally well to be able to perform their tasks competently and safely
- › Not be unduly fatigued when presenting for duty, including work-related driving
- › Report, immediately, any work-related driving accidents, incidents, near misses, unsafe acts or unsafe behaviours in accordance with company procedures
- › Stop work and report if they are asked to participate in an activity which is unsafe, including work-related driving activities
- › Plan your journey, use public transport, where reasonably practicable
- › Undertake vehicle checks prior to departure, including tyre pressure and tread, oils and water, lights and report any vehicle faults on company-owned or hired vehicles. To check that valid insurance is in place
- › Not use mobile phones or other devices whilst undertaking work-related driving activities, this includes the use of hands-free devices
- › Help implement this policy

Non-compliance

We acknowledge that any breaches of this policy could result in a serious accident involving our employees and other road users or pedestrians. An internal investigation will be carried out, which may lead to disciplinary action being taken.

Signed: 

Andrew Sloan
Senior Vice President
COWI UK Limited

31st March 2025

Useful links, including to other relevant COWI policies

[COWI UK Work-related Driving](#)

[IMS Policies](#)