

## **Driving Policy**

ZTE believes that driving presents the greatest potential health and safety risk to our organizational operations. ZTE hence requires that all employees and partners in all locations adhere to this policy, relevant local legislative requirements and driving qualifications so as to minimize the occupational road risks. ZTE has developed specific requirements for some high risks related to driving with the purpose of building up a healthy and safe driving culture and environment.

This policy applies to all ZTE employees and also those of ZTE affiliates or partners.

### **Driver Training and Qualification**

Only approved personnel and contractors with required competency as per local legal regulations are allowed to drive vehicles for or on behalf of ZTE, including owned and leased vehicles. Customers' driving requirements shall also be complied with. All drivers shall attend internal driver awareness training relevant the market conditions and local road risks.

### **Vehicles**

Only fit for purpose, approved, serviced, registered, roadworthy and licensed vehicles may be used by ZTE employees or contractors and shall be used for intended work purposes only. All vehicles shall be inspected pre-use and recorded on a checklist with any issues to the vehicle reported to the relevant fleet or line manager. All vehicles shall be equipped with emergency response equipment. Vehicles shall be serviced and maintained as per factory requirements with records stored as per local legal requirements.

### **Seat Belt**

All employees and contractors shall wear seat belts at all time when operating a vehicle or any other transport vehicle such as buses, trucks, etc., and shall ensure that all other passengers use seat belts before starting any journey.

### **Alcohol and Drug Abuse**

Driving a vehicle under the influence of alcohol, any drug or medication that impairs the driving ability is prohibited.

## **Operating a Motorcycle**

A full face, standard approved helmet shall be worn when driving a motorcycle. Motorcycles can only be used for personnel transportation, not for equipment transportation. Motorcycles may only be used where there are no customer requirements that prohibits the use of motorcycles for work purpose.

## **Mobile Phone Use**

The driver shall park the vehicle in a safe place before answering the phone, responding to a call, message, notification or any other physical use of the mobile device while driving. A mobile device may only be used for the use for map/direction indications, listening to music, audiobooks or podcasts and shall be prepared before the journey starts. If the mobile device is connected to the Bluetooth system, changes may be made and if not connected, the vehicle shall be parked in a safe place before changing the playlist or location on map indicator.

## **Speed Limit**

Drivers shall always follow speed limits and take into account of road and weather conditions and reduce speed.

## **Driver Distractions**

Drivers should not get distracted whilst operating any vehicle or motorcycle. This included **visual** (taking eyes off the road), **manual** (taking hand of the steering wheel) and **cognitive** (taking your mind off what you are doing and only focusing on and practicing safe driving habits).

## **Disciplinary Action**

Any violation of this policy or any of the ZTE health and safety rules related to driving may cause a disciplinary action as per ZTE Health and Safety Behavior Requirements and Rewarding and Punishment Regulations and other related management requirements.

## **Laws and Regulations**

This policy shall be administered and enforced in accordance with local applicable laws. In the event of a conflict between any provisions of this policy and local applicable laws, the laws shall apply.



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Xu Ziyang

CEO, ZTE Corporation

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