

Ref	PL/021
Version	5

Safe Driver Policy

Universal Group recognises the value of its workforce and the need to ensure its employees' safety while carrying out company business, which includes the need to assess and reduce any risks that may be a potential danger to employees.

It is our policy to ensure that health and safety risks that may be encountered during work activities are eliminated or reduced as far as possible to the lowest practical level. This policy recognises the added risk employees face when spending a part of their working day driving whilst carrying out the organisation's business.

This policy sets out the respective responsibilities of Universal Group employees and their line managers in managing the risks arising from driving activity. These are supported by procedures to minimise the risks and to provide employees with information, instruction, training and equipment to reduce the likelihood of that risk occurring.

Universal Group will ensure that arrangements are in place to carry out this Policy and that resources are provided to ensure its fulfilment.

Any employee who is required to drive in the discharge of their duties (whether using a vehicle provided by the company or their own private vehicle) must adhere to the requirements of this policy and associated guidance. Failure to do so may give rise to disciplinary procedures being instituted against an employee, which could result in dismissal.

Signed 

Managing Director

Dated

01/11/2024