ALKAHFI
LESTARI OIL & GAS SDN BHD

EMPLOYEE TRANSPORTATION POLICY STATEMENT

Alkahfi Lestari Oil & Gas Sdn Bhd (ALOGSB) is committed in ensuring safe travel by the employee to the Company's office and managed vessel. As such, the Company expect every employee to abide by below statements:

1. Ensure that the mandatory requirements of the client's land, water or air transport manuals or policies are followed when any ALOGSB's employee or contractor travels on company business.
2. Investigate or be involved in investigation of all work-related accidents involving ALOGSB's employee or contractor regardless of their mode of transportation.
3. Work with local communities and authorities to improve safety on routes routinely used by the company, to raise awareness and implement sustainable safety improvements.
4. Encourage the minimization of commuting journeys and promoting alternative means to support this.
5. Ensure that any mode of transportation used for company business are insured for such use and the employee and contractor is also covered under insurance.
6. Ensure that if private vehicle is to be used, the employee or the contractor has attended Defensive Driving Training (refresh every 2 years).

It is EMPLOYEE responsibility to:

1. Apply the hierarchy of control when deciding the most appropriate travel method.

- Avoid travel and use video / telephone conferencing instead.
- If land transport, use chauffeur driven transport.
- If land transport, pool car with driver having attended defensive driving training.
- If land transport and if using own vehicle, this must be approved by General Manager and driver must have attended defensive driving training. Vehicle must comply with vehicle standard imposed by country's ministry of transport.

2. While driving, adhere to all driving related rules imposed by country's ministry of transport especially on seat belt, speed limit, using phone, and consuming alcohol or drugs.

3. Avoid as much as possible travelling in hours of darkness, try and schedule journey as part of working day and do not undertake return journey if beyond 12 hours.

4. If travelling using own transport, take a 15 minutes (minimum) rest stop after driving for 2 hours (maximum) regardless of journey or route.