



# SAFE DRIVING GUIDELINES

Actualization: June 2021, GE-M02-E12-P01

## 1. Objective and Scope

The objective of this procedure is to set up the Safe Driving Guidelines in order to prevent any vehicular accidents and minimize their impact on people.

It applies to all vehicles used for job-related tasks and/or that have been assigned by the company, including:

- private vehicles\*,
  - leased vehicles,
  - utilitarian vehicles (bought or leased by IEnova),
  - vehicles assigned by the company for personal use (unbranded vehicles) \*
- \* for work-related tasks only

**Note:** Does not apply to private vehicles used for non-work-related tasks.

## 2. Guidelines

### 2.1. Prior to operating a vehicle, the Driver must:

- If required, wear prescription glasses always.
- Visually inspect the vehicle to ensure it is in good working condition and in compliance with **GE-M02-E12-P02 Definition of Minimum Vehicle Safety Criteria**
- Follow the Safe Driving Guidelines and this document's recommendations.
- Consume water and healthy food, avoiding sleep-inducing carbohydrates and sugars.
- Avoid consuming energy drinks thinking you will counteract the effect of fatigue or sleepiness. In case of fatigue, the trip must be reprogramed.
- Keep your eyes on the road and avoid behaviors that may result in unsafe operation of vehicle and/or noncompliance with the law.
- Refrain from holding long emotional or complex conversations while vehicle is in motion; if these conversations are necessary, you must pull over safely and park appropriately.

### 2.2. Vehicle assignment and reassignment

If a vehicle is required or must be reassigned, direct to the Champion of the element in Automotive Vehicles Safety #12 or the Health & Safety Leader on site and complete the formats.

### 2.3. Definition of Minimum Safety Vehicle Criteria.

All vehicles to be used for job purposes shall comply with **GE-M02-E12-P02** Definition of Minimum Safety Vehicle Criteria.

### 2.4. GPS navigation system

- GPS navigation devices are allowed only if:
  - The business unit considers them necessary
  - They are fitted to a support without obstructing the driver's visibility or the air bag system (See **GE-M02-E12-P01-A06** - GPS Installation example)
  - A route must be selected prior to starting the trip, if a change is required, vehicle must be pulled over and parked in a safe zone.
  - You may only handle GPS whenever the vehicle has stopped and properly parked.

## 2.5. Hands-free or single tap device

- This includes systems we use to answer calls by means of a single tap or less than that, for instance, radio devices, or built-in pre-configured systems
- Bluetooth ear buds (for one ear) are only allowed for Chauffeurs, Security Officers and Emergency Responders only.
- In vehicles in movement, the driver cannot use headphones.
- In all cases:
  - It is strictly prohibited to dial a number or enter data manually into the device, any operation requiring removing the hands off the steering wheel.
  - Must comply with local regulations.

## 2.6. Appropriate rest period rules

- The collaborator shall take a rest period of a minimum of 6 hours of sleep the night before. If going out on the road, the driver must at least have rested an entire day (that is, taken a day off) during the last 7 days.
- Avoid hitting the road prior to 4 AM or after 7 PM to any destination.
- **Every two hours** a minimum of a 5-minute break is required.
- **Every five hours** a minimum of a 30-minute break is required (along with a snack or meal)
- Whenever the total number of hours in a day is **equal to or greater than 5**, the driver needs to be accompanied by a competent person, in order to take turns while driving (for instance, if the site they are heading to is 3 hours away, they must spend the night at the destination, unless there is a second driver).
- The maximum driving time a day is 12 hours per vehicle (this maximum time includes: hours worked on site, rest periods and pit stop). After this period, a full rest period of at least 6 hours of sleep is required for all drivers and passengers.
- **Do not exceed the number of workday hours. Work trips must be included in the hours of a regular workday.**

## 2.7. Chauffeurs or Security personnel

Only for Chauffeurs or Security personnel:

- Will be allowed to:
  - Transport minors, as per an assigned responsibility.
  - Transport alcoholic beverages in brand new closed bottles if it is relative to events or parties organized by the company.

## 2.8. Restrictions and prohibitions

It is strictly prohibited to:

- X Use any utilitarian vehicle for purposes other than work-related tasks
- X Wear tinted eyeglasses whenever driving at night.
- X Start the engine or operate the controls if employee does not hold the driver position
- X Transport alcoholic beverages, pets and minors in utilitarian vehicles.
- X Transport people on pick-up truck beds, or in vehicle areas whose design was not originally intended to transport people.
- X Have people outside the company, including contractors and direct relatives of the collaborator, drive or occupy utilitarian vehicles.
- X Exit a vehicle while it is running and/or leave the keys inside the vehicle.
- X Reassign or lend utilitarian vehicles without authorization
  - If required, the business unit procedure must be followed.

## 2.9. THE MAIN GUIDELINES ARE AS FOLLOWS:

### Plan and stick to your travel plan

Every time you go out on the road, a travel plan is required that gives preference to drive with daylight. The plan must consider the route to be used, pit stops (i.e., meals, restroom), rest periods, drivers taking turns, etc.



Review the appropriate rest period rules defined in this document before start planning the travel plan.

If traveling for more than one hour or if driving on freeways, the plan must include a route validated by Security Department ([seguridad\\_corporativa@IENova.com.mx](mailto:seguridad_corporativa@IENova.com.mx)).

If traveling to facilities or business units which are not routine trips to you, ask for specific tips on how to reach your destination. If personal references or recommendations are required from the Department, contact your Health & Safety Representative or via email: [safety@ienova.com.mx](mailto:safety@ienova.com.mx)

Keep your Element #12 Champion at your business unit posted on the use of vehicles for job-related and/or utilitarian purposes.

### All occupants must wear the seat belt prior to starting to drive and keep it fastened while traveling.

Once it *clicks* into position, adjust to fit snugly.



The seat belt may only be unbuckled until the destination is reached, the vehicle is properly parked, engine turned off, or as confirmed by the driver.

Driver is responsible for ensuring that the number of occupants riding on the vehicle is dictated by the number of seat belts available.

Only 3-point seat belts and above (not 2) will be considered, for instance: No passengers will be allowed in between front seats in a pickup truck nor on the vehicle cargo area (i.e., pickup truck bed).

## Adjust seat and headrest

All users must make all required adjustments and confirm this to the driver, prior to starting the vehicle.



### Headrest:

- Driver is responsible for ensuring there is a headrest working available for each occupant (including driver).
- A headrest properly fitted minimizes cervical injuries due to front-end or rear-end collisions.

### Seat Adjustment:

- Adjust your seat for a comfortable distance, height and recline position, but keeping your back straight.
- A properly fitted seat will allow a better response time and will minimize injuries due to collisions.

## Adjust and use mirrors



Unless you are the only possible driver of the vehicle, you must adjust the mirrors prior to every trip. The rear-view mirror and the two side-view mirrors will let you become more aware of your surroundings.

In case there is a mirror missing or if they are damaged, the vehicle can no longer be used, and the repair or replacement thereof must be scheduled.

## Keep a safe distance (3 seconds)

Distance between vehicles must be measured in units of time. A minimum 3-second following distance must be maintained behind the vehicle ahead.



Slow down upon approaching a traffic light or entering a freeway exit lane (i.e., ramp).

Upon reaching the traffic light, keep enough distance that allows you to see the entire vehicle in front of you (including tires). When the light turns, allow a 3-second distance before you start driving.

The driver will have to increase the following time/distance between vehicles depending on climate and road conditions (for instance, rain, snow, dirt road, gravel, uneven surface/potholes, etc.).

## Observe posted speed limits



This requirement must be construed as a speed control, relative to the vehicle and road. Even if the speed limit is stated otherwise, slow down when encountering adverse climate and road conditions (for instance: rain, dirt road, grave, uneven surfaces, potholes, etc.).

In case of ice or snow, driving is **not allowed** (i.e., 0 km/hr.) until conditions improve. If an actual transport is underway, find the right spot to park and call Health & Safety and/or Security department right away.

**Under no circumstances can a Pickup Truck exceed 100 km/h.**

## Be aware of your surroundings



Look ahead of you, expect the unexpected from other drivers or pedestrians.

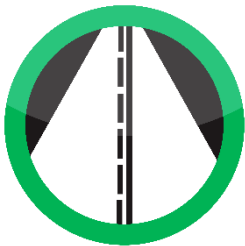
Do not expect others to behave like you do

Follow the rules and be respectful to other drivers.

Avoid aggressive behavior, such as:

- Do not speed up to make it through the light
- Pass on the right or solid line

## Choose your lane ahead on time and pass only through the broken line



### Lane

Choose your lane ahead on time and use turn signals.

Stay in a single lane most of the time and avoid zigzagging in traffic.

### Passing

**You can pass only if the line is broken on the driver side.**

## Drive without thinking about time, no need to rush

The time concept is irrelevant during a trip. The “rush” or “pending issues” cannot affect your driving decisions. Is unacceptable “exploit” time trying to do other tasks other than driving (Ex. Reading messages or emails, answering calls).

Plan your departure time and route, to fulfill your work plan, once the trip begins the road conditions and variables decide the time it will take to our destination, not the driver. No maneuver, speed, or rest omission to “save” time, is not worth it and is a breach to this document.



The conditions or variables of the road must be accepted like rain and dirt roads that makes us slow down, an unexcepted tire replacement, ice or snow that close roads, one lane roads with slow speed vehicles in front, roads under construction, vehicle incidents that block the road, etc.

These could affect the travel plan and demand to overnight to fulfill the safe driving expectations. This stay is for work reasons, therefore is refundable (see FI-09 Collaborators Business Expenses Policy).

ENova appreciate these variables, understands that a trip can last longer than expected, and that hours can go by while driving before the driver can attend messages or emails. There are not recriminations for this reason.

The road requires full attention and concentration. During the route, driving and promoting safe driving **is the principal and unique task** for all the passengers. The time for tasks other than driving will come after the trip is over or you arrive at your destination.

## Co-pilot also drives



Safety during a trip is responsibility of all passengers, the less distractions, and situations that the driver must attend, the better he will be able to carry out his principal task: **drive**.

- Avoid/reduce the use of cellphone and electronic devices in the front cabin,
- Assist the driver with directions and vehicle console (ex. Air conditioning, radio)
- Avoid distracting the driver.

Notify the driver if there is any fatigue symptom, a sleepy co-pilot means a sleepy driver, if that the scenario, stop to rest, before continuing with the trip.

## Stay alert and do not drive when tired

Stop when you become aware of any fatigue symptoms (for instance, difficulty focusing on the road, unaware of miles traveled, blinking eyes, unconscious actions, ignoring signals, lights, sounds, distances, and time, etc.).



Fatigue reduces the quantity, quality or efficacy of tasks performed and the ability to react.

Excessive fatigue makes eyes feel heavy with constant blinking, headaches, ringing ears, numbness in arms and legs, need to move inside vehicle, followed by higher or lower loss of alertness and the need to rub your face. In this situation, it is mandatory to stop and rest.

If you are the copilot, keep an eye on the driver, you cannot fall asleep while the vehicle is traveling. A sleepy copilot means the driver is sleepy, if this is the case, pull over to rest before driving again.

Follow recommendations for an appropriate rest period rules defined in this document.

## Driving without distractions

*Just drive*



**All handheld use of cell phones** or other distractors (for instance, food, calls, radio, GPS devices, make-up, mail, web searches) will be prohibited while operating a vehicle.

Driving a vehicle safely requires Driver to be completely focused on this task and using a cell phone produces four different types of distractions:

- **Visual:** taking your eyes off the road.
- **Manual:** taking hands off the steering wheel.
- **Auditory:** identify the ringtone of the incoming call or message.
- **Cognitive:** diverting the attention from driving.



## Smoking is not allowed in vehicles

(this includes any type of cigarette, cigar or any electronic device)



## Alcohol, drugs and medications will impair driving skills



It is prohibited to operate a motor vehicle under any circumstances if alcoholic beverages (in any given amount) have been ingested within the last 8 hours.

Driving under the influence of alcohol and/or drugs while operating a motor vehicle is considered a gross negligence and subject to penalties by Health & Safety, Talent and Culture Management and/or business unit management.

See GE-M01 Health & Safety Principles Manual, Section.

**Note:** Personally, we all feel we are better drivers than we are. Remember to go over and follow these guidelines.

### 2.10. In case of vehicle incident

- Validate if there is any injured person
- Place yourself in a safe zone
- Notify your supervisor and, Health and Safety as soon as possible
- Notify the insure
  - For rental vehicles, call the emergency number provided by the rental company (ex. Hertz, AVIS)
- Notify the incident in SAP
- Follow the procedure incident management and investigation procedure
- Be part of the investigation and event analysis to prevent recurrences.

### 2.11. Before any trip

- Notify our trip to the Security department and validate that your route is safe [seguridad\\_corporativa@IENova.com.mx](mailto:seguridad_corporativa@IENova.com.mx)
- All passengers must wear a shirt with the company logo and badge
- If the trip is to a IENova site, notify the Health and Safety personnel, they will offer induction, check in and check out schedule, and PPE if necessary.

### 2.12. More information

You can find more information on Safe Driving in the annexes herein and in the “Life on the Wheel” (Vida al Volante) webpage [www.IENova.com.mx/Seguridad\\_y\\_Salud/VidaVolante](http://www.IENova.com.mx/Seguridad_y_Salud/VidaVolante)

### 2.13. Doubts about this document

If you need to drive a vehicle or reassign it, please refer to Champion #12 (Automotive Vehicles Safety) or the Health & Safety Leader at the business unit to complete the forms and obtain the respective approvals.

### 3. Definitions and Terminology

Term	Definition
<b>Champion</b>	Leader, coordinator, an individual responsible for spearheading the efforts in terms of an element of the Safety and Health Management System. Responsible for complying with expectations set up for the Business Unit in the specialty area
<b>Rest period</b>	An activity other than driving. This may include turning the car off, exiting the car and going for a walk and/or rest on site.
<b>Mobile devices</b>	These include, without limitation, cell phones, laptops, tablets or portable navigation systems.
<b>Smoking</b>	Use of any tobacco, nicotine and similar products (except for patches), cigars, cigarettes, or electronic devices generating smoke or vapor of any kind. Use thereof is only allowed in areas specifically designated for such purposes.
<b>GPS (Global Positioning System)</b>	Global Positioning System that allows to establish the location of any object. It is used to obtain directions to find a location or domicile.
<b>Job-related tasks</b>	Whenever a vehicle is used to perform company-related activities or whenever it is operated within any of the company's assets (for instance: whenever an employee is on an assignment, inside company premises, right of way).
<b>Lease or Leasing:</b>	Long-term leasing. A method to acquire vehicles for a specific period (i.e., 36 months) by means of a periodic payment (for instance, monthly payments); normally there is a purchase option by paying off the residual value of the vehicle. This is not an asset purchase.
<b>Guidelines</b>	A set of provisions issued by the company relative to the safe use of vehicles.
<b>HSMG (SGSS)</b>	Health and Safety Management System. IEnova Corporate expectations.
<b>Hands-Free System</b>	A device that may operate without being held by the hand or next to the head.
<b>Single Tap System</b>	A system that allows you to answer incoming calls with a single tap.
<b>Rental vehicles</b>	A short-term rental car (for instance, Hertz, Avis, Alamo, etc.)
<b>Private vehicle</b>	A vehicle owned by a collaborator or employee
<b>Vehicle assigned to personal use</b>	A vehicle owned or leased by the company assigned to an employee for personal use, as a job benefit, without any company branding.
<b>Utilitarian Vehicle</b>	Vehicles owned or leased by IEnova, branded with company logos, that have not been assigned as vehicles for personal use.

## 4. Responsibilities

Responsibility	Department
Reviews this document's content. Highlights prevention of vehicular incidents by means of initiatives in the Safety and Health Area under his or her charge and discusses related topics with top management.	Vice President of Compliance
Involved in distributing the concepts provided herein in all areas of responsibility. Becomes a compliance role model Ensures compliance of this procedure at assigned Business Unit.	Corporate Vice President/Director of Business Units
Promotes the need to report travel plans Proposes safe routes for road traveling Monitors employees offsite due to job-related travel or employee shuttle service	Security Team (Corporate Management /Agents)
Reviews, updates and distributes this procedure's content	Health and Safety Director
Ensures that each Business Unit has at least one Champion for Element #12 (Automotive Vehicles) that allows to integrate the contents of this document into the programs of each Business Unit and provides objective evidence of the compliance thereof.	Health & Safety Employees (ex. Managers, Leaders, Supervisors, Inspectors)
Distributes the Safe Driving Guidelines to all employees at the Business Unit and makes sure they are included in the Induction Process of new employee and contractors hires. Schedules training according to the Business Unit needs. Controls the assignment of utilitarian vehicles and periodically confirms validity of driving licenses.	Champion of the Element in Automotive Vehicles Safety (#12)
Learn about and comply with the Safe Driving Guidelines relative to job tasks and follow directions of Element #12 Champions at each Business Unit. Alert your immediate supervisor, in order to avoid engaging in any job-related tasks if you are taking prescription medicine that could impair your work performance (that is, sleep-inducing flu medication, psychiatric medication). Health & Safety, through your medical team, will determine which activities can be performed without any restrictions.	All employees
Makes sure that vehicles purchased or leased by IEnova comply with GE-M02-E12- P02 Definition of minimum vehicle safety criteria before delivering them to the requesting Business Unit.	Supply Chain – Purchasing

Responsibility	Department
<p>Learn about and comply with Safe Driving Guidelines relative to job tasks and follow directions of the Element # 12 Champions at each Business Unit.</p> <p>Make sure they hold a valid driver's license appropriate for the type of vehicle, an insurance policy and valid car registration certificate.</p> <p>Ensure that the number of occupants matches the number of head rests and seat belts.</p> <p>Follow the provisions of current traffic regulations applicable to the local area.</p> <p>Send the vehicle for service on a timely basis.</p> <p>Report in writing to the Supervisor about any mechanical failure or any other finding identified on the vehicle under their charge and follow-up on its closure.</p> <p>Sign a liability letter relative to the assigned utilitarian vehicle.</p> <p>Required training and refreshers must have been completed.</p> <p>Liable for own safety and that of vehicle occupants.</p> <p>Periodically inspect and keep vehicles clean.</p>	Drivers
<p>Comply with Driver duties described herein (3.9)</p> <p>Report to Health &amp; Safety department if they plan on exceeding the number of hours of the habitual workday or as per described in section 4.4 (Appropriate rest period).</p>	Chauffeur duties
<p>Follow driver's authority</p> <p>Avoid distracting the driver (for instance, showing or using mobile devices, playing games or jokes, poking)</p> <p>Refrain from changing the conditions inside the vehicle (for example, replace seats, unbuckle seat belt while car is in motion).</p> <p>Plan to search for addresses and routes while car has stopped.</p> <p>If there is a need to check the route during the trip, this must be done while car has stopped or the passenger in rear cabin will be responsible for this, to prevent any distractions in the driver's visual field.</p>	Vehicle copilot or passengers
Monitor Compliance	Health and Safety
Apply sanctions	Talent and Culture Management

## 5. References

### Internal

- FI-09 Política de Gastos de Negocio de Empleados (as)
- CH-10 Vehicle Use Policy
- GE-20 Occupational and Process Safety Policy
- GE-21 Occupational Health and Wellness Policy
- GE-M01 Health and Safety Principles Manual
- GE-M02 Elements of the Health and Safety Management System Manual
- GE-M02-E12 Self-Assessment Guideline for #12 Element (Automotive Vehicle Safety)
- GE-M02-E12-P02 Definition of Minimum Vehicle Safety Criteria procedure
- GE-M02-E12-P01-A01a Safe Driving Guidelines
- GE-M02-E12-P01-A01b Safe Driving Guidelines
- GE-M02-E12-P01-A02 Utilitarian Vehicle stickers
- GE-M02-E12-P01-A03 Vida al Volante campaign logo
- GE-M02-E12-P01-A04 Vida al Volante character
- GE-M02-E12-P01-A05 Vida al Volante distractions
- GE-M02-E12-P01-A06 Recommended GPS device location

### External

- Safe Driving Policy de Sempra
- Safety Policy de Sempra
- International practice

## 6. Approval

Name	Position
Remigio Agraz	Health and Safety Director

## 7. Contacts (Doubts & Clarifications)

Questions related to the implementation or compliance of this Manual must be discussed with the immediate supervisor; the contact designated as responsible for this policy will be the Safety and Health Director or may contact the Ethics Support Line at (800) 062 2107. The Ethics Support Line is available 24 hours, 7 days of the week. All calls to the Ethics Support Line can be treated confidentially.

Contact	Email	Telephone number
Remigio Agraz	ragraz@ienova.com.mx	(66) 21 09 37 00

Annexes

Safe Driving Campaign Material

# JUST DRIVE



GE-M02-E12-P01-A02 Utilitarian Vehicle stickers (i.e., stick to driver's door)



IEnova's "Life on the Wheel" (Vida al Volante) Campaign

Character	Logo	Driving without distractions
		

Visit website: [www.IEnova.com.mx/Seguridad\\_y\\_Salud/VidaVolante](http://www.IEnova.com.mx/Seguridad_y_Salud/VidaVolante)

GE-M02-E12-P01-A06 Recommended GPS device location

Recommended GPS device location

