



DRIVER SAFETY POLICY

Hong Kong Oxygen Group is committed to eliminating all road accidents involving our employees and other authorized drivers, whether driving vehicles owned or hired by the Company or using their own vehicles on Company business

Driver Safety is an integral measure of HKO Group's business performance. We require our managers to implement action plan to improve our safety performance in this area.

KEY POLICY ELEMENTS

- Before any HKO Group employee authorizes another person to drive a HKO Group-owned, hired or personal vehicle on Company business, they **must** ensure that the driver is licensed and insured for the type of vehicle and intended use. It is the individual drivers' responsibility to know and obey the local laws where the vehicle will be used.
- Everyone required to drive frequently on Company business **must** be trained in defensive driving methods.
- Drivers are expected to drive at speeds appropriate to the road and weather conditions, which may be below those permitted by local law and never drive at speed exceeding the limit.
- Drivers are expected to drive in a safe manner to avoid any product leakage or spillage which may affect public safety and have environmental impact.
- Drivers are not allowed to take alcohol or drugs prior to or during operation of their duties as these will affect their ability to carry out their duties in a safe and secure manner. Further, smoking is not allowed at their duty time.
- Drivers are not allowed carrying non-employee passenger unless it is permitted by their manager.
- Full use **must** be made of all fitted safety equipment, including seat belts.
- It is Group policy that the use of mobile phones whilst driving a Company-owned, hired, personal vehicle on Company business is **not** permitted.
- It is the responsibility of the managers to ensure HKO Group-owned vehicles, within their function, being properly maintained at reasonable fuel efficiency.
- It is the responsibility of the individual driver's manager to comply with requirements or local regulatory requirements on driver's hour of service whichever is the shorter.
- Drivers of either HKO group-owned, hired or personal vehicles involved in road traffic accidents **must** comply with the law governing accident reporting **and** the Company's own internal reporting and investigation procedures. It is the responsibility of the individual driver's manager to record, classify and investigate such accidents and ensure that training needs are identified and addressed.

The elimination of all accidents is major goal shared by all of the management team. Line management is recognized as a realistic and effective way of encouraging and assisting HKO group employees to drive safely, but ultimately, only the person behind the wheel can prevent an accident happening.

Bertie Liu – General Manager, Hong Kong
December 2008

司機安全政策

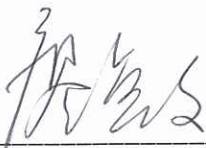
香港氧氣集團正致力消除一切涉及本公司員工及其他經授權的司機的道路交通意外，不管司機當時是駕駛公司車輛、租用車輛，或是在執行公務時駕駛的私人車輛。

司機安全是港氧集團業務表現不可或缺的一個指標，所以我們要求各部門經理推行計劃，改善在這方面的表現。

主要政策內容：

- 港氧集團員工授權予其他人員在執行公務時駕駛公司車輛，租用車輛或私人車輛前，他們**必須**確保該司機是持有該類型車輛的有效駕駛執照及已購買相關保險。司機有責任知道及遵守當地交通法例。
- 若員工經常因執行公務而駕駛車輛，事前**必須**已接受防禦式駕駛的培訓。
- 司機應該視乎路面及天氣情況，以適當的車速駕駛車輛。而該車速可以低於法例的限速，但切勿超過法例規定的速度。
- 司機必須時刻以安全態度去駕駛車輛，藉此避免因產品洩漏而造成對公眾安全及環境的影響。
- 司機均不可於工作前或工作期間服用任何種類的藥品或毒品或飲用含酒精飲料，以免減低工作時的安全觸覺和警覺。再者，司機亦不可於工作時間吸煙。
- 除非獲得其部門經理准許，司機是不能接載任何非員工的乘客。
- **必須**時刻使用所有合適的安全裝備，包括安全帶。
- 據集團政策指定，當員工因執行公務而駕駛公司車輛、租用車輛或私人車輛期間都**不可以**使用手提電話。
- 經理們有責任確保其管轄範圍內的車輛有效地維持其性能於合理的燃料效率。
- 個別司機的經理有責任遵守或本地法例對司機服務工時的規定，必須符合較低工時的規定要求。
- 不論是駕駛公司車輛、租用車輛，或是私人車輛的司機，若牽涉於交通意外中，司機**必須**遵照本地法例意外報告程序及公司內部報告及調查程序，個別司機的經理有責任記錄、分類及調查該意外，並確保已確認培訓的需要及予以執行。

消除一切交通意外是管理層的一個主要共同目標。在鼓勵和協助港氧員工安全駕駛方面，日常的督導不失為一個切實而有效的方法，但是，要預防意外的發生，畢竟還是要靠駕車人士在各方面做足自己應做的工夫。



廖卓文 – 香港區總經理
二零零八年十二月