

PROCEDURE

We make it possible

DRIVING SAFELY A VEHICLE

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	HYGIENE SAFETY ENVIRONMENT	
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1 OBJECTIVE AND FIELD OF APPLICATION

1.1 Objective

Road accidents are at the origin of most of the fatalities that occur due to occupational accidents in the Group.

The current directive is the way to implementing the principles of the Corporate Safety Environment Quality Charter in the field of vehicle driving. It aims at cutting down the frequency and severity of car accidents. It must be taken as a supplement to the local rules and legal framework of the country where vehicles are driven, which are mandatory whatever the case.

1.2 Field of application

The directive covers all the sectors our Group entities are operating in. It applies to the Group staff or to the staff of outside companies working for us, when driving all types of automotive vehicles for professional reasons for any firm of the Group. All types of vehicles are concerned (light vehicles, four-wheels, trucks and lorries, coaches and buses ...), whether owned or leased by the entity involved, by the outside company or by an employee.

It applies to the transport of products and of goods by outside companies selected by the Group during standardized contracts on commodities with one of the Group entities.

The fact that such directive does not cover commuting between home and work (and/ or the reverse) is specified, with the exception of mass transportation set up by the Group or by outside companies.

1.3 Basic reference system

The TOTAL Safety and Environment Charter
DIR-GR-SEC-003: Driving a Vehicle Safely

2 MISSION ON THE DRIVER SIDE

Compliance with the five following **cardinal rules** is a prerequisite to being granted a clearance to drive for meeting the Group needs:

- all the passengers of a vehicle fitted with the equipment must wear a safety belt.
- compliance with the speed limits is a must.
- no driving under the influence of alcohol, drugs or any medication susceptible of impairing concentration.
- the driving license must correspond to the type of vehicle and transport concerned.
- only adequate vehicles with smart maintenance must be used.

In more general terms, drivers are in charge of seeing that they and their passengers are totally compliant with the laws, regulations, and that all the Group standards are duly enforced.

Before each route or journey is started, drivers have to check that the car and equipments are properly maintained, and that the goods carried have properly been secured. They also have to check that they carry the relevant documents for both the vehicle and freight.

Carrying non authorized passengers is forbidden, enabling non authorized individuals to use the vehicle is also banned.

The use of a mobile phone by the driver is forbidden while the vehicle is in motion (1).

Drivers take part in the courses organized on improved safety while driving vehicles.

They all report on accidents and incidents according to the procedure enforced in the entity they come under.

(1) Simulation studies and a review of accidents performed by independent expert teams, both in France and abroad, evidence the loss of vigilance and a highly significant increase of a risk of severe accident when using a mobile phone while driving, with or without hands- free car kit.

3 MISSION ON THE MANAGEMENT SIDE

It is the mission of the Management at various business units' entities and at the holding levels to check the relevant implementation of this directive at his or her level of responsibility, and to see to the organization of **programs on improved safety while driving vehicles** (refer to detailed information in the annex). Adequate procedures must be set up and implemented in the entities, and the relevant clauses introduced in the contracts placed with outside companies.

It is the job of each Operational Manager to audit, assess on a yearly basis, the ability and skills each of his/ her direct staff has in adapting, putting in place and managing such programs. He or she shall report to Top Management on the results obtained and granted, and of any difficulty in the way.

This improved safety while driving policy is effective and efficient if and when an exemplary and positive attitude from all participants is obtained, at whatever level in the hierarchy.

4 ANNEX: PROGRAM AIMING AT DRIVING BETTER A VEHICLE

Here after are the essential elements:

Using the adequate vehicle and in smart maintenance condition

- Safety criteria are defined for the buying, leasing and regular maintenance of a vehicle, safety equipments being included (belts, airbags ...). Each of the light vehicles used by the Group must be fitted with safety belts for each passenger.
- A maintenance schedule has to be drawn up with adequate monitoring.
- The use of motorcycles on and for the job has to be restricted as much as possible, based on local conditions.

Managing transfers and transport

Depending on the needs and conditions, the procedures for managing the transfers and transports must anticipate:

- A systematic identification of the safest transport condition when commuting, transporting, using in order of priority, public transport, the car factory, the car rental. The personal vehicle will be used only with the express approval of the supervisor.
- Speed limits based on the type of road, driving time required, length of the journey clearly expressed and defined. The reference may be less than 600 km / day, with periods of conduct for the same driver does not exceed two hours. For journeys being done after a full day of work does not exceed that same period.
- A commuting and transport management schedule and plan aiming at cutting down all risks (selecting the route (s) and transfer times, limiting the time and length along more risky sections, the driver's strain and stress when getting tired, driving at night...)
- A prior review before journey with the people involved and the hierarchy.
- Listing of the conditions above before starting the journey, with the individuals involved. If the only driver feels tired, he has to take time to rest or even stopping at the hotel.

Selecting the shippers

Reporting of accidents according to corporate rules and in-depth review of their root causes.