

## Global PE PS&S Standard - Road Safety

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## 1 Principles

**Nokia recognizes that travel by road is the most prevalent risk to which Nokia staff, partners and contractors are exposed. Nokia expects that everyone will arrive “safely” at the end of every journey by applying the following principles:**

- **All drivers will be appropriately trained, medically fit to drive, and act in line with the requirements outlined in this standard.**
- **All vehicles will be fit for purpose, well maintained, and only used in the way that they were designed to be used for.**
- **The risks associated with journeys will be identified, assessed, and managed through the strict application of rules, support for decisions and practical alternatives.**

### Using This Document

This standard details Nokia expectations in relation to Road Safety. The expectations detailed herein apply to all Nokia business units, all contractors and service providers conducting work on its behalf:

Section 3 Contains the minimum requirements that Nokia expects. If these requirements cannot be achieved an exception must be agreed with CPO PE PS&S and documented.

Section 4 Explains who is responsible for ensuring that the requirements are implemented and followed.

The standard must be understood in conjunction with the Global PS&S Guidance on Road Safety, which provides further guidance on the implementation of the requirements

## 2 Key definitions

- 2.1 Business travel – any journey for which the person is funded or reimbursed by a company to complete.
- 2.2 Commuting – travelling to or from the normal place of work.
- 2.3 In-vehicle monitoring system (IVMS) - an electronic device installed in a vehicle to monitor driver activities and help identify behaviours such as speed, harsh braking, rapid acceleration, deceleration, driver fatigue, driver attentiveness also the IVMS monitors the vehicle location, the vehicle idle and fuel consumption.
- 2.4 Portable IVMS system – An electronic device that provides most of the functionality of a fixed IVMS system but has the added benefit of being easily removed and installed in an alternative vehicle by the driver, they include items such as dashboard-mounted cameras.
- 2.5 Professional driver – a person employed solely for the purpose of driving for, or on behalf of Nokia, under contract to Nokia or one of its partners.
- 2.6 Vehicle user checks –conducted by the user prior to the vehicle being used. These are standard visual checks that can be conducted by people with minimal levels of training.
- 2.7 Maintenance –formal inspection of a vehicle on a planned basis by a qualified person to repair or correct vehicle deficiencies, damage or worn components.
- 2.8 Defensive Driver Training – an advanced form of training that focuses on anticipation of road conditions and how to react and behave in a way that prevents conflicts and accidents.
- 2.9 Grey Fleet –Term gave to the use of personal vehicles for business use.

## 3 Requirements

The requirements listed here apply to all Nokia operations and apply equally to all contractors, suppliers and partners working on behalf of Nokia.

### Drivers

- 3.1 All drivers who drive as part of their business for Nokia must:
  - Hold a valid license for the country or countries in which they are required to drive on Nokia business.
  - Make sure that their driver’s license is available for inspection by Nokia or its partners at all times.
  - Be medically fit to drive. At minimum eyesight must be verified as suitable for driving and any condition that could significantly impair their ability to drive is declared.
  - Must inform their employer at any point when they are no longer considered fit to drive.
  - Receive additional training where required. This is mandatory for 4X4 vehicles and towing of trailers.

- Maintain a mandatory record as part of the fleet management process that identifies a driver assigned to a vehicle.

3.2 **PERSONAL Behaviours - All drivers** who drive as part of their business for Nokia must abide by the following rules at all times:

- Must **not** exceed the speed limit or drive at a speed that is unsafe for the road, vehicle, or traffic conditions.
- Must wear a seat belt at all times when driving or travelling in a vehicle.
- When driving, ensure that all passengers wear seat belts at all times.
- Must only transport people in seats that are designed for the transport of people.
- Must **not** talk on the phone whilst driving whether or not hands-free is available.
- Must **not** text while driving.
- Must **not** transport unauthorized persons.
- Must **not** operate a vehicle while impaired by alcohol, drugs, or prescription medications.
- Must ensure that they are mentally and physically fit to operate a vehicle.
- Ensure vehicle safety features and equipment are checked prior to use.

3.3 **Nokia business units** must ensure that:

- Safe driving behaviours are clearly communicated to all drivers.
- Drivers confirm they understand the rules.
- There is a process to monitor compliance, enforcement, and where necessary personal consequences.
- Business processes and scheduling pressures do not place drivers in a situation where they are forced to break the rules.
- Drivers are provided with all reasonable tools and equipment to allow them to meet these requirements.

3.4 **Driver training** is determined by the level of risk to which a driver is exposed, but as a minimum, the following training elements are required for all drivers:

- A basic driver safety induction is included that covers the requirements of this standard.
- Highlight of the risks associated with driving for business and the appropriate controls to reduce that risk.
- Address the arrangements in the locations that they are working for, the provision of the driver license, the medical and endorsement details.
- The consequences for not complying with the Nokia standards, in particular individual behaviours listed in 3.2.

## **Vehicles**

3.5 All vehicles used on Nokia business must:

- Be suitable for the intended use. This is determined by the number of people to be transported, the distances intended to be driven, the tools and materials that will be transported, the nature of the roads that will be driven and the vehicles that are readily available in the country. At minimum:
  - All seats that will be used by passengers must have a three-point attachment seat belt fitted.
  - All seats must be fitted by the manufacturer.
  - Have headrests for all seats fitted by the manufacturer.
  - Have suitable tyres for the road conditions, including, where required by law or the risk assessment the provision of winter/snow tyres and /or chains.
  - Have appropriate load-carrying capacity for tools and materials.
  - Have fixed segregation between load-carrying areas and the passenger compartments.
  - Be fitted with the required registration plates and identifiers required by the local state, region.
- Be appropriately maintained, in line with the manufacture and local legal requirements.

- Be adequately insured for all uses and drivers in the country or state in which they are being used.
  - Must be subjected to regular “user checks” which are documented and cover:
    - Seat belts.
    - Lights
    - license plate.
    - Tyres.
    - Windscreen condition
    - Washer bottle level.
    - Oil and water levels.
    - Brakes.
    - Unusual noises or emissions.
    - Any vehicle tracking devices and systems.
    - On-board monitoring systems and warning lights.
    - The findings resulting from the user check must be corrected before the commencement of the journey.
  - Use of motorbikes (two-wheelers) and three-wheelers are prohibited.
- 3.6 When selecting vehicles for new projects, fleet replacement or specifying vehicles for use by suppliers the following vehicle features must be considered:
- Antilock braking systems.
  - Driver and passenger airbags.
  - Vehicle monitoring and speed limiting devices.
  - Vehicle safety ratings.
- 3.7 Nokia requires supplier vehicles to have an operational IVMS system fitted for their vehicle while performing for the Nokia project. Vehicles include supplier vehicles whether owned or leased for project-related purposes. When selecting the systems used it must be legally approved for use in the country. Where IVMS systems have been installed, the system must be able to record and report on the following parameters:
- Real-time GPS location of the vehicle.
  - Prior GPS locations of the vehicle, allowing for the journey and routing to be recorded including speed, harsh braking, rapid acceleration, driver fatigue, driver attentiveness, vehicle idle and fuel consumption.
  - Fitted in such a way that it cannot be easily removed from the vehicle or disabled.
  - The data that can be uploaded to provide a continuous history of the vehicle’s use and driver behaviour.
  - Allow all relevant data – preferably remotely, to be extracted and held securely.
  - All suppliers, must on request, make any monitoring data available to Nokia.
  - Data cannot be erased without authorization.
- 3.8 Exceptions to IVMS requirements must be made in writing stating reasons and business justification and sent to the Head of PE People Safety and Security for final resolution.
- 3.9 To meet the appropriate usage of the Vehicle Tracking System the following process must be implemented:
- The parameters that are measured are clearly defined.
  - Its presence and use are made clear to all the users.
  - Regular reporting of data is established against set parameters, and the data is used proactively to monitor and enforce positive driver Behaviour.
  - A process of review and management is implemented to ensure that where driver behaviour is not compliant, an action is taken to address the situation or through the disciplinary process.

3.10 Nokia requires compliance with the following procedures and reporting requirements:

- In the event of a road safety incident, the IVMS data must be provided to Nokia to support the incident investigation.
- Where data from IVMS systems cannot be provided upon request then consequence management proceedings may be taken against the supplier or individuals involved.
- Upon request, the supplier must provide Nokia with the IVMS data across the supplier fleet. This data must evidence the proactive use of IVMS data to monitor and improve driver behaviour. When privacy laws prevent the disclosure of the individual's identity, then the report may be redacted to be anonymous.

## **Journeys**

3.11 Nokia teams must use risk-based approach to determine appropriate rules and guidance related to business journeys which are defined by business unit, region, country, or area including:

- Distances and hours have driven. Drivers must take at least 15 minutes to break every two hours of driving and have a total of 45 minutes of rest every 4 hours of driving.
- Total hours worked by drivers. For each day and week. Drivers must not routinely drive for more than 8 hours in one day or 40 hours in one week.
- Designated roads, regions, or areas where road and/ or traffic conditions make travel by road more dangerous.
- Details of who is authorized to be transported in the vehicle.

3.12 All Nokia teams must define rules for business journeys that cover:

- Night driving.
- Considerations for extreme weather.
- Designated roads, regions, or areas where road and/ or traffic conditions make travel by road more dangerous.
- The specific arrangements that take into account specific personal security risks.
- Additional arrangements are in place, clearly communicated and regularly tested for travel through regions or areas that pose a high level of personal security risk to individuals or teams.

3.13 Nokia business units must ensure that adequate arrangements are in place for drivers in the event of an emergency or breakdown, as a minimum this means:

- There are breakdown and response services or arrangements in place to cover all areas and times of operation.
- All drivers must be made aware of these arrangements.
- Additional arrangements are in place, clearly communicated and regularly tested for travel through regions or areas that pose a high level of personal security risk to individuals or teams.

3.14 Only authorized people are permitted to be transported in vehicles being used on NOKIA business. It is the responsibility of the driver to ensure that only authorized people are transported.

3.15 Any additional arrangements must be clearly communicated to all drivers.

## 4 Implementation Expectations

- 4.1 Every business unit leader must ensure, within their area of responsibility, that the requirements of this standard are implemented.
- 4.2 People Experience Safety & Security Operations (PE PS&S Ops) must ensure that for every location that Nokia operates in, that the minimum requirements defined in section 3 are defined for local implementation and is:
  - 4.1.1 Specific to a country.
  - 4.1.2 Defined across a region where there is regional alignment or Nokia requirements exceed local requirements in all listed areas.
  - 4.1.3 Tailored based on customer requirements or expectations.
  - 4.1.4 Considerate of local legal requirements and restrictions.
- 4.3 Nokia HR must ensure that a process exists for the management of all employed Nokia drivers that:
  - 4.1.5 Verifies that an appropriate license is held at the point of employment.
  - 4.1.6 Record any medical impediments specific to driving.
  - 4.1.7 Allows any endorsements to be reported and captured.
  - 4.1.8 Enables action to be taken should an individual not meet the requirements defined in the standard.
- 4.4 Sourcing and Procurement must ensure that where companies or individuals are sourced to provide vehicles, drivers, or transportation that:
  - 4.1.9 The requirements in section 3 are clearly communicated, understood and that the supplier can meet these expectations upon being awarded work.
  - 4.1.10 The supplier is made aware of Nokia reporting requirements related to road safety.
  - 4.1.11 The supplier understands that these requirements apply to minibuses and busses sourced directly by Nokia or its partners for the transportation of staff of either party.

## 5 Recommendations

The requirements listed in section 3 apply to all Nokia operations, but the geographical spread of the business means that the extent of implementation varies. The recommendations contained in this section aim to provide guidance on how to achieve the requirements. In case of any deviation from these requirements, it must be assessed and documented.

All Nokia employees, suppliers, contractors, and partners working for or on behalf of Nokia are exposed to risk factors related to driving. The requirements of this standard apply to all these groups; however, the implementation must be completed based on risk.

- 5.1 In order to determine the extent to which the requirements of this standard apply. Each business unit should conduct an assessment of the road risk posed to their operation.

The requirements in section 3 detail **WHAT** is expected, and since compliance with this standard vary based on location, there is an additional Global PE PS&S Guidance - Road Safety Document available for use in conjunction with this standard.



## 6 Change History

Ver	Status	Date	Author	Owner	Reviewed by	Reviewed date	Approver	Approval date	Description of changes
0.1	Approved	2014.05.29		Gareth I Davies			Gareth I Davies	2014.05.29	Global Head of Health & Safety
0.2	Approved	2017.11.17	Heli Kujala	Gareth I Davies			Gareth I Davies	2017.11.17	Doc ID & other small changes made to reflect new template
3.0	Approved	2022.02.14	Sameh Eisa	Marty Bishop	Marty Bishop		Marty Bishop	2022.02.14	Modifications across the whole document and updating the definition and IVMS sections.
4.0	Approved	2023.05.05	Sameh Eisa	Sameh Eisa	Rodney Van Wyk	2023.05.05	Paulo Conceicao	2023.05.05	Modifications include rebranding and organizational changes.