

## DRIVER SECURITY RULES – SECURITY RISK CARGO

1. Driver is to check the vehicle to ensure it is suitable for transport before any trip, i.e. tires, lights etc. in full working order.
  2. Driver(s) must have 2- way communication, i.e. mobile phone and/or in cab system.
  3. Driver(s) must have an up to date list of telephone contact numbers for, i.e. dispatch and supervisor.
  4. Drivers must not discuss the load or the route they have been assigned, or their delivery schedules with anyone other than authorized Panalpina management or direct employer.
  5. If the driver needs to change from the route (e.g. due to traffic congestion or closed roads), the driver is required to notify the dispatch office immediately.
  6. Drivers are required to ensure whenever possible that the vehicle is in operational order and fully fueled and he has all personal items he requires in order to avoid any stoppage within the first 320km (200 miles).
  7. Treat signals from other road users of any kind and especially that there is something wrong with their vehicle with caution as this could be an attempted hijacking.
  8. Drivers shall lock their vehicles at all times while in transit and during all stops when departing the vehicle.
  9. Team drivers – one person shall remain with truck at all times during ANY stops (rest or fuel, etc.), unless this requirement is over ruled by local law.
  10. Driver may not carry unauthorized passengers or pick-up anyone while in transit.
  11. Any police traffic stops or road blocks must be reported to driver's dispatcher prior to stoppage or as soon possible. Driver must activate the panic alarm if equipped with such device and or contact dispatch.
  12. The driver is required to comply with local law enforcement, however if the driver believes that they are being stopped by an individual who is impersonating an official they are to activate the panic alarm (if equipped), contact dispatch immediately and drive to a safe area (for example a well lit highway fuel station).
  13. Drivers are to report any suspicious activity to law enforcement as appropriate and to the dispatcher. Other suspicious activity can be reported directly to Panalpina management as applicable.
  14. Drivers are required to use SECURE parking where it is an option. If secure parking is not available drivers will be required to park in a well lit and safe place such as in the proximity of highway toll areas, highway fuel stations or other areas that are busy and in view of main highways.
    - The elements of a secure parking area are; perimeter fencing, Barrier restricting access to the site, clearly defined parking spaces and adequate lighting
    - Additional considerations: whenever possible patrolled by guards, covered by CCTV and with driver facilities onsite
  15. When secure parking is unavailable trailers must be parked against a wall, fence, or other position to protect against unauthorized access whenever possible.
  16. If delivery cannot be completed the driver will be required to notify dispatch for further instructions.
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