



# OUR DISTRACTED DRIVING STANDARD

**AbbVie Global Distracted Driving Standard - Effective date: 2/28/2014**

## 1. Purpose

The purpose of this standard is to increase safe driving and address distracted driving and vehicle collisions that may be influenced by the use of electronic devices and other distractions while driving a vehicle.

## 2. Scope

2.1 This standard applies to: (a) all AbbVie employees, their authorized family members, and contractors operating a company provided vehicle, (b) all AbbVie employees and contractors operating a personally owned or rented vehicle on company business, (c) all AbbVie employees and contractors operating any vehicle (automobiles, trucks, powered industrial trucks, etc.) on any company property and, (d) all AbbVie employees and contractors using an AbbVie issued Covered Device while operating a vehicle. All of these drivers are classified as “Covered Drivers”.

2.2 This standard applies to the use of any hand-held, portable, or vehicle-installed electronic device or system, including but not limited to cell phones, smart phones, tablets, laptops, global positioning / navigation system devices (GPS), video systems, and two-way radios. All of these devices are classified as “Covered Devices”.

2.3 This standard is a mandatory minimum requirement, and local management has the authority to increase the requirements. Local traffic laws may impose additional requirements or restrictions, which must be obeyed. Employees who fail to comply with this standard will be subject to disciplinary action up to and including discharge.

## 3. Standard

3.1 **Hand-Held Covered Devices:** While driving a vehicle, Covered Drivers are **strictly prohibited** from using a hand-held Covered Device. Prohibited activities include but are not limited to talking, texting, listening, reading messages, typing, dialing, setting up a wireless connection, programming a GPS, watching a video/DVD, talking on a two-way radio, searching for a phone number or other information, etc.

3.2 **Hands-Free Covered Devices:** The use of hands-free Covered Devices by Covered Drivers while driving a vehicle is only allowed if permitted by local law, not prohibited by local management, and consistent with the following:

3.2.1 A Covered Driver’s primary responsibility is the safe operation of the vehicle. Covered Drivers must assess each situation in which they are considering using a hands-free Covered Device, and if they cannot safely operate the vehicle in a given situation while using a hands-free device, then they shall not use the device.

3.2.2 Visual / Manual tasks performed on hands-free devices including but not limited to dialing, typing, reading messages, setting up a wireless connection, programming a GPS, watching a video/DVD, and searching for a phone number or other information are **strictly prohibited** while driving a vehicle, and must instead be accomplished when the vehicle is parked in a safe location.

3.3 Managers shall not require employees to initiate or participate in phone calls, and other electronic communications while driving a vehicle.

3.4 Operating a vehicle is a high-risk activity. Make every effort to reduce all distractions so you can operate the vehicle safely. Other possible distractions include but are not limited to taking your eyes off the road, talking to passengers, eating, drinking, smoking, grooming, reading, listening to and adjusting the radio, daydreaming, and driving while fatigued.