



OUR FLEET SAFETY

AbbVie Fleet Safety Policy

1.0 Overview Section

1.1 Purpose

To ensure the safe operation of vehicles while on company business and encourage safe operation at all other times, this standard sets minimum requirements for safe vehicle operation. These requirements include specific hiring and employee evaluation practices; orientation and training protocols for occupational drivers; vehicle accident investigation programs; restrictions on activities which distract a driver's attention while the vehicle is in motion; the use of safety equipment; safe driving habits; careful selection and maintenance of vehicles; and the development, implementation and periodic review of a written program for compliance with this standard.

1.2 Scope

The requirements contained in this standard are minimum requirements, applicable to all AbbVie Organization's Field Sales and Research and Development employees who operate an AbbVie owned, leased or personally owned vehicle to conduct AbbVie business.

2.0 Definitions

- **Behind-The-Wheel driver training:** Behind-The-Wheel driver training means a certified instructor led training course which consists of two components. The first component is classroom training that at a minimum discusses the requirements in section 3.2. The second component is practical training that consists of actual operation of the vehicle either on a course, or on the road.
- **Chargeable Accident:** Chargeable Accident means a Reportable Accident that is determined to be 50% or more the fault of the driver (may also be called a preventable accident). The determination of fault is made following the procedure outlined in section 3.5.
- **Commentary Drive:** Commentary Drive means a process in which a driver is given direct feedback on their driving performance. The individual performing the commentary drive follows a standard written evaluation process. This is typically accomplished through the use of a checklist.
- **Driving Infraction:** Driving Infraction means a violation of laws involving operation of a vehicle, excluding parking violations.
- **DUI/DWI:** DUI/DWI means driving under the influence of alcohol or a controlled substance as dictated by legal requirements.
- **Eligible Driver:** Eligible driver means those individuals who may operate a company vehicle per country or state laws and includes:
 - Field Sales and Research and Development employees who operate a vehicle while on company business. The employee must possess a valid driver's license.
 - Spouses of employees and unmarried children 18 years or older living in the same residence as the employee. Spouses and children must have a valid driver's license and shall not operate the company vehicle while utilizing a learner's permit.
- **Field Sales Employee:** Field Sales employee means an employee whose primary job function is to sell products or services on behalf of AbbVie.

- **Research and Development Employee:** Research and Development employee means an employee whose primary job function is to service equipment in the field on behalf of AbbVie.
- **Fleet Safety Liaison:** Fleet Safety Liaison means an AbbVie employee who has been assigned the responsibility of leading the implementation of fleet safety efforts within their organization.
- **High-Risk Driver:** High-Risk Driver means an Occupational Driver who, by virtue of their driving performance, is more likely than others to be involved in vehicle accidents and/or incur personal injuries to themselves or others. The basic criteria for identifying a High-Risk Driver includes the following:
 - Obtaining 6 or more points within a 36-month period of time as identified through a Motor Vehicle Record (MVR) review or equivalent process (e.g. self-disclosure) using the High-Risk Driver Identification point values in Appendix A.
- **Motor Vehicle Driving Record (MVR):** Motor Vehicle Driving Record (MVR) means a summary of an individual's record of Driving Infractions, maintained by the government in which the driver's license was issued.
- **Occupational Driver:** Occupational Driver means a Field Sales or Research and Development employee who operates an AbbVie owned, leased or personally owned vehicle for company related business a majority of their time or where operation of the vehicle is a critical component of their job responsibilities.
- **Organization:** Organization means any affiliate, plant, or business unit, or part or combination thereof that has its own function, administration and management accountability structure.
- **Reportable Accident:** Reportable Accident means any Vehicle Accident, which results in personal injury, and/or property damage in which the driver failed to do everything required by traffic laws or that would be reasonably expected of a safe driver to prevent or avoid the accident.
- **Self-Disclosure:** Self-Disclosure means the act of informing organization management of any Vehicular Accident or Driving Infraction.
- **Serious Driving Infraction:** Serious Driving Infraction means a Driving Infraction noted as serious in Appendix A.
- **Vehicle Accident:** Vehicle Accident means any incident in which a vehicle is involved whether in motion, stopped, or parked, that results in personal injury and/or property damage.
- **Vehicle:** Vehicle means motorized method of conveyance designed to carry passengers, licensed or authorized, for use on public motorways.

3.0 Requirements

3.1 Hiring and Selection Practices

3.1.1 Each organization shall ensure the following items are completed for Occupational Drivers prior to hire:

3.1.1.1 Where not restricted by law, require a documented Motor Vehicle Record (MVR) check of past 3-year driving history as part of the application process. If country laws prohibit a motor vehicle record review during the application process, the hiring organization shall provide legal documentation in support of this position.

3.1.1.2 Where required by law, obtain employee consent prior to performing MVR checks.

3.1.1.3 Review the prospective employee's MVR report for past Vehicle Accidents and/or Driving Infractions. Candidates incurring 6 or more points within the previous 36 months, as noted within their MVR shall not be considered for hire unless specific authorization has been obtained from the Fleet Safety Liaison. Refer to Appendix A for point system assignment.

3.1.2 Vehicle Eligibility Requirements.

3.1.2.1 Vehicle use is restricted to eligible drivers as defined within this standard. Organizations may establish more

restrictive vehicle eligibility requirements as appropriate.

3.2 New Employee Orientation and Training Procedures

3.2.1 All newly hired Field Sales and Research and Development employees shall complete an initial “Behind-the-Wheel” safe driver training and orientation program within the calendar year of hire, but no more than 180 days of hire which at a minimum includes the following core fleet program components:

3.2.1.1 Discussion of the Organization’s written policies/procedures regarding safe vehicle operation and the expectations associated with these procedures.

3.2.1.2 The requirements for seat belt use, authorized drivers of the company vehicle, principles of defensive driving, vehicle handling procedures in inclement weather and the effects of medication, drugs and alcohol on vehicle operation.

3.2.1.3 A comprehensive review of issues associated with distracted driving.

3.2.1.4 Discussion of the proper storage and safe handling of equipment and materials. Depending on vehicle type and material needed, drivers shall be instructed on the best way to handle, store and transport materials so as to protect themselves from possible injury, as well as projectiles in the event of an accident or fast stop.

3.2.1.5 An explanation of the requirements associated with transportation of hazardous materials within their country or region (as applicable). Employees must be informed as to which materials are classified as hazardous, how they must be handled and any applicable procedures to be used in the event of emergency.

3.2.1.6 The process to follow in order to communicate Serious Driving Infractions, which may occur within their respective District/Region (noted in Section 3.4).

3.3 Continuing Employee Training and Evaluation

3.3.1 Field Sales and Research and Development employees shall receive formal driving safety refresher training at least every three years. The format of the refresher training shall be left to the discretion of the organization facilitating the training and shall include a review of core fleet program requirements as outlined in section 3.2.

3.3.2 Field Sales and Research and Development employees shall participate in a behind-the-wheel driver refresher training class every 6 years. The training class will cover the same material as the new hire training referenced in 3.2.

3.3.3 Review official MVR reports, where allowed by law for Occupational Drivers at least every three years.

3.3.4 Utilizing the point criteria presented in Appendix A, review the employee’s driving performance. Follow up actions (e.g. correspondence from sales manager, financial charge back, etc.) shall be implemented for all employees having 4 or more points over a 12 month time period.

3.3.5 Provide Behind-the-Wheel training to employees identified as High-Risk drivers.

3.4 Regional / District Manager Training

3.4.1 All Regional and District Managers shall participate in a formal Fleet Safety management training program, which, at a minimum, includes the following program components:

3.4.1.1 Behind-the-Wheel training and instruction on the methodology to follow in the completion of a Commentary Drive.

3.4.1.2 The expectation to annually perform at least two Commentary Drives per year with each of the field sales or research and development representatives they manage and the process to follow in order to track completion of the Commentary Drives.

3.4.1.3 An overview of core fleet program requirements and responsibilities as noted in Section 3.2.

3.4.1.4 The process to follow in order to incorporate driving performance (e.g., Chargeable Accidents, accident reporting, etc.) and program compliance into existing employee feedback mechanisms, such as field/trip reports, and annual employee performance reviews.

3.4.1.5 The process to follow in order to communicate Serious Driving Infractions, which may occur within their respective District/Region (noted in section 3.5).

3.5 Vehicle Crash and Injury Accident Investigation and Reporting

3.5.1 Each Organization shall investigate Vehicle Crashes and Injury Accidents. This can be accomplished with a Vehicle Accident investigation program or as a part of the organization's incident investigation program. At a minimum, the program must include the following elements:

3.5.1.1 Occupational Drivers shall promptly report all injuries, vehicle crashes and moving violations to their manager, and per country requirements.

3.5.1.2 Managers shall be involved in the incident investigation process and follow specific incident reporting procedures required of their respective

3.5.1.3 Each Organization shall establish a formal procedure, which will ensure that Serious Driving Infractions (noted in Appendix A) are immediately communicated to the appropriate manager and/or Human Resources representative. Serious Driving Infractions may result in disciplinary action up to and including termination.

3.5.1.4 Vehicle crashes involving fatalities shall be reported in accordance with T15.AV Significant EHS Incident Management.

3.6 Vehicle Operation

3.6.1 All occupants of company vehicles must properly wear seat belts while the vehicle is in motion.

3.6.2 Vehicles must be operated at speeds that are legally permitted and are appropriate to road, traffic and weather conditions.

3.6.3 Drivers must obey traffic signs and signals, cooperate with law enforcement officials, and drive with careful attention to the behavior of other drivers in their vicinity.

3.7 Written Program

Each Organization shall have a written procedure detailing the methods utilized by the Organization to comply with the requirements of this standard.

3.8 Program Review

In order to identify trends, the need for revisions or enhancements to the program, and to ensure employees utilizing or affected by the program understand and comply with the program requirements the Organization's Fleet Safety program shall be reviewed a minimum of every 3 years.