

All the journeys must be organized to avoid night driving.

This policy applies to all activities of the Company, and that includes all trips undertaken by contractors on behalf of the interest of Aamal Company in order to implement the work assigned to them.

The following rules must be complied:

- a) If it is too late to reach the desired location during a business trip; then you should arrange hotel accommodation.
- b) If you cannot avoid driving at night during a business trip, it must be obtain prior approval by the chief of section in the event that the task is delicate. And if it not possible, the administrator must be notified as soon as possible.
- c) Due to flight conditions, it is acceptable to drive at night from/to the airport on business trips and there is no need to report this trips under this policy.
- d) It is not a favour of the Company to drive at night, but it is your decision to do so on your private trips and journeys and there is no need to report that.
- e) The night driving from/to the headquarters of the Company is not considered as a business trip, so there is no necessary to report such cases. And it will be reviewed according to the health, safety and environment management.
- f) It is the managers and supervisors responsibility to ensure the application of these policies, as well as monitoring the instruction implementation by Company employees.



ABDULMONEM AL ALWAN
GENERAL MANAGER

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