

COMPANY: ANTOLIN**COUNTRY:** GLOBAL**SCOPE:***All ANTOLIN Companies*

ANTOLIN, a leading company in the design and manufacture of car interiors, declares its commitment to the Safety of its employees during the trips for professional reasons and therefore, establishes the need to develop, implement and maintain updated a policy in this matter.

The objective is to eliminate the incidents during the trips, both those that produce injuries to our employees or any other person, as well as those that generate only material damages.

ANTOLIN is committed to:

- Comply with all legislation and regulations that may apply to the business trip of its employees.
- Carry out an efficient work planning that allows to minimize the trips, promoting the use of new communication technologies.
- Provide safer alternatives to road transport such as public transport by train or by plane when feasible.
- Ensure that, in any case, employees have the necessary permits, authorizations and physical and mental conditions to drive the corresponding vehicles.
- Provide safe and adequately maintained vehicles.
- Allow the necessary time for trips, including rest times on long trips, so that you do not drive a car without having enough rest.
- Provide accommodation for employees who have to travel a long distance at the end of their work day.
- Ensure that after a long trip or a long day of work, next day there are no early commitments.
- Ensure that colleagues and customers do not expect telephone calls to be answered while traveling.
- Ensure the communication and participation of the employees so that they know and put into practice their roles and responsibilities in terms of safety on trips.
- Ensure the informing and training of the employees in terms of travel safety, assessing driving skills and providing the necessary training to employees.
- Record the incidents that occur during the trips, investigating the causes and following up of the action plans.
- Encourage the continuous improvement in safety on trips.

APPROVAL - MANAGEMENT



DATE: July, 13th 2023

SIGNATURE: Fernanda Cardama