

1. Purpose

The purpose of this Policy is to ensure that all employees understand the driving standards expected of them by the Company and the procedures in place for ensuring that any driving undertaken on Company business is conducted in a safe and legal manner. Employees are expected to act sensibly and responsibly, especially with regard to the use of resources and the impact on of our business activities on the environment.

2. Scope

This Policy applies to all staff employed by the Company, whether they are required to drive vehicles as an integral part of their work, or whether they use their own or hired vehicles on a needs-driven basis.

3. Statement

Wembley Innovation Ltd is committed to reducing emissions and protecting the environment. By being conscious of the impact our practices might have on the environment, changes can be implemented, no matter how small, that can help to reduce pollution and prevent illness. The long-term health benefits of reducing personal exposure to engine emissions should also benefit drivers.

Excessive idling is a waste of fuel and money, resulting in unnecessary negative environmental impact. The Company aims to reduce emissions as:

- Reducing the amount of unnecessary engine idling will save fuel,
- Saving fuel will help reduce costs and harmful emissions,
- Reducing harmful emissions will improve air quality and protect health.

4. Roles and Responsibilities

Staff are responsible for ensuring that they:

- Are conversant with all Policies and Procedures related to driving at Work,
- Abide by the rules and regulations of the Highway Code,
- Comply with any Company rules and risk assessment requirements for driving at work activities,
- Drive in an efficient and effective way to minimize fuel use and emissions.

Line Managers/Departmental Managers are responsible for ensuring that:

- They keep up to date with all industry and legal changes and requirements,
- They are up to date on all of the Company's Policies and Procedures,
- All employees understand their duties, responsibilities and the Company's Policies and Procedures,
- Drivers are properly trained and have completed the induction programme,
- Fleet managers can plan ahead to efficiently manage the work flow within a project to prevent idling vehicles whilst waiting for deliveries and maximise equipment use across the site.
- Measuring performance and tracking fuel consumption can be a good indicator of the success of idle reduction policies; although this may have administrative costs there is software available to collect this information. Posting these results can allow operators to see how they compare to others and help encourage a 'switch it off' culture.

Senior Management are responsible for ensuring that:

- Company Policies and Procedures are kept up to date and communicated to all members of staff,
- That management and supervisory staff are resourced, trained and empowered to ensure the duties outlined in the Policy are adhered to,

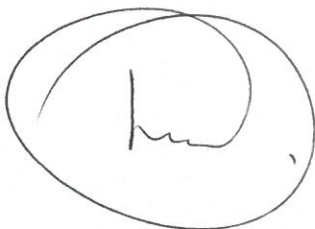
5. Procedures

Drivers are in charge of their vehicle; therefore, they are responsible for the levels of engine idling.

Engine idling wastes fuel, with a large diesel engine wasting up to one gallon of fuel for each hour it is left idling. When left idling, a heavy-duty engine can waste between 1.5 to 2.5 litres of fuel per hour, emitting over 5.26kg of CO2. It is important to remember that with modern vehicles the cost of switching off the engine and starting it up again is usually less than the cost of leaving the engine idling.

In addition to contributing to air pollution, engine idling also reduces engine life and the time between maintenance.

- If the vehicle will be stationary for more than a minute, the engine must be switched off and only restarted when ready to drive away. For example:
 - When the driver is on a break,
 - When making deliveries,
 - When in stationary traffic,
 - During loading and unloading.
- The Highway Code states that 'You must not leave a parked vehicle unattended with the engine running or leave a vehicle engine running unnecessarily while the vehicle is stationary on a public road.' – Never leave the engine running when the vehicle is unattended.
- Do not use the engine to heat the vehicle; use cab heaters if provided.



Liam Clear
Managing Director
Wembley Innovation Ltd

October 2019