

CNOOC International Limited

Standard for Distracted Driving

*Conformance with this Standard is mandatory.
You may not 'opt-out' of any requirement identified herein.*

Accountable Owner:	GM – HSE OH&S, NA	Responsible Author:	Sr. Manager – HSE, Oil Sands				
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For document history, see the CNOOC International Management System (CIMS).

1.0 INTRODUCTION TO THIS STANDARD

1.1 PURPOSE

The purpose of this Standard is to set out the minimum requirements that must be met for safe and appropriate behavior while operating Motor Vehicles.

This is important because it will:

- align with the Company's Operational Excellence Principles
- mitigate risk to the Company, its Employees and Contingent Workers

1.2 SCOPE

This Standard applies to all North America and UK-based Employees and Contingent Workers

1.3 INTENDED AUDIENCE

The intended audience for this Standard is detailed in the table below.

Role	Description
General Manager (GM) - Health, Safety, Environment (HSE), NA	Will ensure the development and implementation of this Standard.
GM – Occupational Health & Safety (OH&S), NA	Will guide, supervise and evaluate the implementation of this Standard.
Sr Manager – HSE (Business Unit)	Will support development and lead the implementation of this Standard.
HSE&A Practitioners	Will support the implementation and sustainment of the requirements described in this Standard in their area of responsibility.
Business Unit / Functional Managers	Will participate in the development and be responsible for the implementation and sustainment of this Standard.

1.4 DEFINITIONS OF TERMS

For definitions, see the *CIMS Glossary*. Capitalized terms used in this Standard have the meanings set out in the *CIMS Glossary*.

1.5 CONFLICT RESOLUTION

Where a conflict arises with the requirements set out in this Standard and a Variance is required, refer to *Requesting a Variance to CIMS Documents Procedure*.

2.0 REQUIREMENTS OF THIS STANDARD

The following table outlines the minimum requirements and quality expectations that must be satisfied to meet the intent of this Standard.

2.1 STANDARD REQUIREMENT TABLE

Requirement Number	Requirements
2.1.1	Must avoid Driving Distractions while operating a Motor Vehicle on Company business, and while operating a Company-provided Motor Vehicle at any time.
2.1.2	Must not use Company-provided Electronic Devices while operating any Motor Vehicle. NOTE: <i>Personnel are permitted to use two-way radio calls or hands-free devices only for brief communication for: emergency response, security instructions, radio-controlled roads, work instructions for heavy equipment (e.g., pilot or trail vehicles, mobile cranes, rig moves etc...) and GPS devices that are integral to the operation of mobile heavy equipment (e.g., graders, trackers, seismic equipment etc...).</i>
2.1.3	Must safely pull off to a designated rest or parking area to operate any Electronic Device or perform any function that constitutes a Driving Distraction.
2.1.4	Must comply with all applicable legislation regarding safe operation of a Motor Vehicle and the use of Electronic Devices while operating a Motor Vehicle.
NOTE: Refer to Appendix C: Compliance	

2.2 MEASURING CONFORMANCE AND CONTINUOUS IMPROVEMENT

The following table summarizes the methods that must be used to measure conformance with the intent of this Standard.

Method of Measurement	Role for Review and Interval	Location of Key Records and Reports
Self-Assessment: Conformance Checklists	Reviewer: Responsible Author Interval: 1 year	<i>Livelink link</i>
Audit Assessment: Conformance Checklist(s)	Auditor: Internal Auditor Interval: 3 years	<i>Livelink link</i>

The Methods of Measurement, identified above, will be used as a foundation to determine whether this Standard is effective and efficient; and, whether opportunities exist to improve further. Refer to the *Continuous Improvement of CIMS Content – Review & Improve Business Process* for further details and see [Appendix B](#) for the Conformance Checklist.

3.0 REFERENCES AND RELATED INFORMATION

3.1 EXTERNAL REFERENCES

N/A.

3.2 INTERNAL REFERENCES

N/A.

3.3 RELATED INFORMATION

N/A.

APPENDIX A: ROLES AND RESPONSIBILITIES

For a description of the CIMS Roles and Responsibilities, refer to the *CNOOC International Management System (CIMS) Standard*.

APPENDIX B: CONFORMANCE CHECKLIST

The following table identifies the conformance checklist requirements.

Requirement Number	Requirements	Yes (Y)	No (N)	Needs Improvement (NI)	Not Applicable (N/A)
2.1.1	Avoided Driving Distractions while operating a Motor Vehicle on Company business, and while operating a Company-provided Motor Vehicle at any time.				
2.1.2	Did not use Company-provided Electronic Devices while operating any Motor Vehicle.				
2.1.3	Safely pulled off to a designated rest or parking area to operate any Electronic Device or perform any function that constitutes a Driving Distraction.				
2.1.4	Complied with all applicable legislation regarding safe operation of a Motor Vehicle and the use of Electronic Devices while operating a Motor Vehicle.				

APPENDIX C: COMPLIANCE

- All Company Personnel are expected to comply with the provisions of this Standard at all times and to monitor and promptly report breaches of this Standard to their manager, HR representative or to Legal counsel.
- Employees who observe any Company Personnel engaging in an activity that breaches this Standard should make every attempt to ensure that the individual stops driving the Motor Vehicle and/or ceases to engage in the Driving Distraction.
- Personnel involved in a Motor Vehicle accident while on Company business or while operating a Company-provided Motor Vehicle will be subject to an incident investigation that will include confirmation of adherence to this Standard (see also *GLOBAL-STD-0014-EN: Health, Safety, Security and Environment (HSSE) Incident Management Standard*).
- Disciplinary action will be taken for violations of this Standard in accordance with the progressive steps specified in the Human Resources Lifecycle Standard (*GLOBAL-STD-0074-EN*) and, in the UK, *Disciplinary Procedure*. It should be noted that consequences for even first infractions of this Standard could be serious, up to and including dismissal.