



**Travel and Hotel Policy [R7M-HR-POL-013 Rev C0 20240306]**

At Red7Marine, the safety and well-being of our team members are always top priority. That's why we've put together this policy to address the importance of managing fatigue, particularly when it comes to long hours on the job and subsequent journeys home.

**Our view**

For those of you putting in a full day of work exceeding 12 hours and facing a journey home of over 2 hours, we strongly advise staying in site accommodation overnight or utilizing our Travelodge/Premier Inn account cards for accommodation. Similarly, if your work takes you to a location more than 5 hours away and your visit spans over 4 hours, we recommend using these accommodation options.

Our hotel account cards for Premier Inn or Travelodge are available to all employees. If you don't have one yet, simply request it from your line manager.

In the event that hotel accommodation isn't available, here are some other measures to consider:

- Opt for public transport or taxi services instead of driving.
- Should you have to drive, please think about engaging in brief physical activity before driving to stay alert.
- Share driving responsibilities if possible.
- Drive cautiously and adhere to speed limits.
- Take breaks if feeling drowsy and, if safe, consider a short nap.
- Use caffeine or energy drinks sparingly for a quick boost.

It's the responsibility of all line managers to ensure that this policy is communicated and understood by their teams.

At Red7Marine, we take road safety seriously. Fatigue behind the wheel is a major concern, which is why we've established this policy and provided access to hotel accommodation when needed. Let's work together to prioritize safety on the road.

A handwritten signature in black ink, appearing to read "Kristen Branford".

*Kristen Branford*  
20240306

Signed:

Position in Company: Managing Director

Date: 20240306