


CONTROL

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RECORD OF CHANGES

REV.	DATE	DESCRIPTION
02	Date	Brief descriptive text.

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1. PURPOSE

This guide sets the safety requirements during vehicle operation that all Acciona Energía employees must follow when driving to prevent accidents, incidents and unsafe traffic acts.

This document sets the minimum guidelines to be complied with by the Acciona Energía with respect to safe driving and defines the appropriate safety level that is accepted in the company within the operations that involve movements on land.

2. SCOPE

TECHNOLOGIES TO WHICH IT APPLIES		PROCESSES TO WHICH IT APPLIES		
	<input checked="" type="checkbox"/> ALL			<input checked="" type="checkbox"/> ALL
<input type="checkbox"/> WIND POWER	<input type="checkbox"/> HYDRAULIC	<input type="checkbox"/> MANAGEMENT	<input type="checkbox"/> QSE+S	<input type="checkbox"/> INSTALLATION HANDOVER
<input type="checkbox"/> PHOTOVOLTAIC	<input type="checkbox"/> BIOMASS	<input type="checkbox"/> FINANCIAL	<input type="checkbox"/> GENERAL SERVICES	<input type="checkbox"/> PRODUCTION
<input type="checkbox"/> SOLAR FARM	<input type="checkbox"/> THERMOSOLAR	<input type="checkbox"/> COMMUNICATION	<input type="checkbox"/> R&D	<input type="checkbox"/> O&M ENGINEERING
<input type="checkbox"/> ENERGY STORAGE		<input type="checkbox"/> HUMAN RESOURCES	<input type="checkbox"/> DEVELOPMENT	<input type="checkbox"/> CECOER
<input type="checkbox"/> HYDROGEN		<input type="checkbox"/> LEGAL	<input type="checkbox"/> PROJECT MANAGEMENT	<input type="checkbox"/> ENERGY MANAGEMENT
<input type="checkbox"/> OFFICE		<input type="checkbox"/> IT	<input type="checkbox"/> ENGINEERING	<input type="checkbox"/> DISTRIBUTED GENERATION
		<input type="checkbox"/> SUPPLY CHAIN	<input type="checkbox"/> CONSTRUCTION	<input type="checkbox"/> ENERGY SERVICES

3. DEFINITIONS

- Vehicle operation: movements related to vehicles, both as driver and passenger.
- Designated driver: employee assigned as owner and responsible for the vehicle being used from the Acciona fleet.
- Occasional driver: a driver from the Acciona Energía who operates vehicles infrequently when undertaking company activities but is not assigned a fleet vehicle.
- Other drivers: any driver from the Acciona Energía who possesses a current driving licence but cannot be classified as a designated or occasional driver.
- Fleet vehicle: a vehicle that belongs to Acciona Energía and is assigned to a driver for operation in business activities. They include vehicles in long-term hire as leasing and renting.
- Leased vehicle: a vehicle that belongs to a leasing agency for temporary use in business activities. This group also includes vehicles from a private company that provides a vehicle service with driver.
- Personal vehicle: a private vehicle that belongs to and is used by the driver in business activities.

4. GENERAL

Three driver categories are established according to time and vehicle type: designated driver, occasional driver and other drivers. Similarly, three types of vehicle ownership are also defined: personal vehicle, leased vehicle and fleet vehicle.

This Guide is applicable to all driver categories, together with all types of vehicle ownership while they operate in business activities.

The guide's structure is divided into:

- Operation requirements.

- Driver requirements.
- Vehicle requirements.

5. BASIC SAFETY REQUIREMENTS WHEN DRIVING VEHICLES

Generally, and independently of the vehicle type used, all Acciona Energía employees that carry out company activities must follow these guidelines.

5.1. VEHICLE FAMILIARISATION

Before driving, drivers must become familiarised with the vehicle's controls. This is especially important when using a leased vehicle or with an occasional driver who is going to drive a fleet vehicle.

The following must be specifically checked:

- How to switch on the lights and windscreen wipers.
- The interior and exterior mirrors must be correctly adjusted.
- The horn's location,
- Operation of multimedia and/or GPS equipment.
- The gear change system.
- The locations of emergency elements (high visibility jacket and triangle, etc).

5.2. SEAT BELT USE

Seat belts must be worn by all vehicle occupants at all times, whether Acciona Energía, personal or third party vehicles. The necessary measures must be taken to guarantee that the seat belts operate correctly and that there are enough for all passengers. If not, the vehicle must not be driven or the number of occupants must be limited

No Acciona Energía employee must use or travel as a passenger in a vehicle if this is not fitted with a seat belt to allow travel with it worn correctly. In those countries or regions where it is not usual for public transport to be fitted with seat belts in the rear seats, everything possible must be done to contract the service of vehicles that do have them fitted.

5.3. MOBILE TELEPHONES, ELECTRONIC EQUIPMENT AND OTHER DISTRACTIONS

Drivers must concentrate at all times on safe vehicle operation by avoiding all distractions. This is why, when operating vehicles on the company's business, no matter who owns them, it is strictly forbidden to use:

- Mobile phones and/or smartphones.
- Personal digital assistants.
- Earphones or headphones.

In the case of mobile telephones and smartphones, the use of handsfree systems is allowed provided they are integrated into the vehicle control systems and a call may be answered without taking the hands from the steering wheel. However, it is recommended that, as far as possible, telephone

conversations are limited (even when using an integrated handsfree system). One best practice is to leave the telephone out of reach of the driver and thus avoid the temptation to answer a call.

The use of a vehicle navigation system (GPS) or personal music players is allowed, provided they are programmed while the vehicle is parked in a safe place.

5.4. SPEED LIMITS

The country's Highway Code must be complied with, always adapting the speed not only to the legal limit and type of road but also the road condition, the type of vehicle and the weather.

Generally, and except when there is a specific, more restrictive business or local instruction, the following speed limits must be respected inside Acciona Energía installations:

- Heavy vehicles: 20 km/h.
- Vehicles with trailers: 20 km/h.
- Light vehicles: 40 km/h, (except if there are any lower local speed restrictions).

In bad weather (rain, fog, snow, etc), the maximum speed is reduced to half the maximum allowed in normal conditions.

5.5. PARKING

Drivers must ensure that they have parked the vehicle correctly and that there is no risk of involuntary movement, engaging the handbrake once the vehicle is stopped and before getting out.

When parking a vehicle, its front part should point in the direction for leaving this area, thus facilitating a quick escape if required and reducing moving in reverse gear as much as possible. An exception to this rule would be the presence of strong winds in wind farms, in which case it should face the wind direction to prevent a greater risk of being struck or trapped by the car door.

Whenever reversing, the car's horn must be sounded in addition to the relevant visual check if a reverse warning horn is not fitted, then wait a couple of seconds before engaging reverse gear.

5.6. TIREDNESS AND DROWSINESS MANAGEMENT

One of the greatest causes of traffic accidents is the onset of driver tiredness and drowsiness. As a basic minimum criterion, Acciona Energía sets a series of guidelines that help to alleviate the appearance of these symptoms.

All drivers must plan the driving route and schedule well in advance to comply with his guide.

Generally, rest stops must be made every two hours of driving.

If you feel tired or drowsy, you must immediately stop to rest and recover for at least 20 minutes. If the symptoms do not improve, you should stop and get some sleep. Acciona Energía management will not take any occupational reprisals against employees who arrive late for having complied with this safety guideline.

If possible, rest periods should be used to take a stimulating or quenching drink.

In this regard, account must be taken of any accumulated fatigue just before the start of the journey. Unless there is good reason, employees should not drive for more than one hour after a full day's work

or a long-distance trip between countries since their faculties may be impaired. To this end, Acciona Energía offers employees various possibilities on a case-by-case basis, such as staying overnight in a hotel until the next day, using an industrial taxi service, etc.

5.7. DRIVING AT NIGHT

Whenever possible, driving at night should be avoided and journeys, especially those of over 120 km, should be planned to take full advantage of daylight hours.

The correct lighting system must be used for each situation. It is forbidden to drive with faulty lights.

Generally, another person should be notified of a journey made at night (it may be another employee or family member); arrival at the destination should also be reported.

6. BASIC SAFETY REQUIREMENTS FOR VEHICLES

Any type of vehicle operated by an Acciona Energía employee must be suitable for the activity and environment associated with the driving. Every business and/or country will determine the specific conditioning factors that the vehicles should have with any required regulation made via the relevant instruction.

6.1. LOCAL REQUIREMENTS

Each country will determine whatever other requirements that the operated vehicles should comply with through the relevant local instruction, not only because they are regulated by law but because they are standard driving practice in the country. For example, the preferred vehicle type for each road, the installation of localisers or radio systems etc.

6.2. BASIC EQUIPMENT

As the minimum criterion at the Acciona Energía level, all fleet, leased or personal vehicles must be fitted with the following basic equipment, **in good condition**:

- Anti-lock braking system (ABS).
- Airbag.
- Four emergency flashing lights system.
- Headrests on front and passenger seats.
- Left and right side mirrors.
- Seat belts for all passengers.
- Horn.
- Reflective vest for all seats.
- Windscreen wipers with liquid that is suitable for the environment (for example, antifreeze).
- Tyres that are suitable for the accessed ground conditions.

When it is necessary to replace a vehicle, ensure that the new one includes all the minimum safety elements as described in this guide.

6.3. MAINTENANCE

All vehicles must comply with the manufacture's maintenance programme. The driver is responsible for being familiar with the basic maintenance programme to ensure that all scheduled inspections are carried out.

In the case of fleet vehicles, the driver is responsible for the vehicle being kept in good tidiness and cleanliness conditions. From the safety point of view, it is very important that there are no loose items (tools, mats, harnesses etc) inside the vehicle because they could become flying projectiles in an accident and worsen the impact consequences.

6.4. REQUIREMENTS FOR VEHICLES CARRYING LOADS

Fleet vehicles with access to the boot from inside the car must be fitted with a separation barrier (cover, grille or net) that prevents the contents from impacting inside the car in an accident.

It is recommended that pickups be fitted with a protective cover over the cargo compartment as a barrier that prevents any loose objects becoming flying projectiles in an accident, hitting a pothole or an emergency stop.

The load must be secured according to current transport legislation.

Vehicles must not be loaded beyond the manufacturer's specified capacities.

7. BASIC DRIVER SAFETY REQUIREMENTS

All vehicle drivers undertaking Acciona Energía business activities must have the relevant current driving licence.

All Acciona Energía employees must report the loss or expiry of their driving licences to their manager; meanwhile, they cannot carry out their activity with a vehicle.

Due to possible unawareness of driving customs, terrain or road problems, together with legal requirements, when Acciona Energía employees travel abroad, they should preferably, use public or organised transport (for example, taxis, trains, etc, or use leased vehicles with local drivers). For Acciona Energía employees to drive in a foreign country, they must become familiar with the environment, local highway code and possess a driving licence that is valid for the country in question.

7.1. TRAINING

The training plans in each business and country must especially include the road safety training courses and activities required for its workforce, depending on the post and activity performed by each employee.

Depending on the of your activity as a driver, the employee training must be registered in the databases used in the country.

Special precautions must be taken in fleet vehicles with special properties (for example, 4 x 4, pickup etc), when a driver is assigned to guarantee that he/she is familiar with its operation. If it is not possible to immediately organise regulated training for this driver, he/she must be assigned the help of an experienced driver to train him/her in the use of the vehicle until he/she demonstrates such familiarisation.

The basic road safety training content must include at least:

- Basic traffic concepts.
- Safe driving techniques.
- Defensive driving.
- Preventive driving.
- Eco-driving
- Observation techniques that help the driver to avoid collisions and improve skills at the steering wheel.

The training must include theoretical and practical sessions (depending on the work post risks) and be given by a competent instructor with experience in the above-mentioned techniques.

For the use of determined vehicle types and to confront the conditions that might be found in the work environment, each business must determine specific training requirements through the relevant instruction. This training must be demonstrable and its effectiveness must be measured by trainer tests.

7.2. SAFE DRIVING OBSERVATIONS

Safe driving observations seek to identify driving deficiencies before they can cause an accident. They apply to all Acciona Energía drivers and their frequency will depend on their category (designated, occasional and other drivers).

The safe driving observations must be carried out by a person who is qualified by training or experience, who travels with the driver as a passenger and provides guidance on best practices that should be used (when applicable).

Professional third party services may be requested to carry out these safe driving observations so that they can identify driver skills, improvement opportunities or the need for further driving training.

7.3. DRIVER UNDER THE EFFECTS OF MEDICATION OR OTHER SUBSTANCES

Drivers who are physically or mentally handicapped or who are taking medication that could affect driving skills are not allowed to drive any vehicle type.

It is obligatory for all drivers to comply with current laws and legislation with respect to vehicle driving in the country in which they are operating, including prohibitions on drug and alcohol consumption. Here, the ZERO Tolerance policy will be applied, so that it is forbidden to drive with even the most minimum alcohol or drug level.

7.4. DRIVING LEASED VEHICLES

In countries where the services of leased vehicles with drivers are contracted, the framework contract must require this supplier to ensure that all personnel designated as drivers comply with the following:

- Possess a current driving licence.
- Demonstrate safe driving.
- A minimum of three years' experience as a driver in this country.

Any deviation from the above will involve the cancelling of this driver's services and the opening of a serious non-conformity against the company providing the service.

8. COMPLIANCE CONTROL

All Acciona Energía employees must comply with everything described in this guide.

Non-compliance with any obligatory guidelines described in this guide will involve the immediate activation of the company's disciplinary code that will determine the degree of possible sanctions against those involved.

The manager of each employee is responsible for monitoring correct compliance with these guidelines within his/her scope. When unsafe driving practices by an employee are identified, his/her manager is responsible for taking the relevant measures to correct this situation.

The Acciona Energía QSE Department will set up an audit and inspection programme that is specific for each business and/or country to check correct compliance with this guide.

9. MEASUREMENT

A series of metrics will be set up to measure vehicle driving performance through a combination of indicators provided with data taken from the audits.

The targets for complying with each metric must be set in each country.

9.1. METRICS

The following are the minimum metrics to be used.

IMPLEMENTATION INDICATORS				
DESCRIPTION	DEFINITION	INFORMATION SOURCE	TARGET	MEASUREMENT PERIOD
Number of persons trained in road safety.	Number of persons trained/ total number of people trained in road safety * 100.	Human Resources	Defined in each country	At least monthly
Number of persons with planned training.	Number of persons with planned training/total number of people trained in road safety * 100.	Human Resources	Defined in each country	At least monthly

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MONITORING INDICATORS				
DESCRIPTION	DEFINITION	INFORMATION SOURCE	TARGET	MEASUREMENT PERIOD
Traffic accidents FR	Number of traffic accidents (in-house and contractors' personnel) *200 000 / total hours worked.	Enablon	Defined in each country	At least monthly
% affect	Number of days' sick leave due to traffic accidents with vehicles of in-house and contractors' personnel/total traffic accidents in the period *100.	Enablon	Defined in each country	At least monthly

10. RESPONSIBILITIES

10.1. OF THE BUSINESS OR COUNTRY MANAGEMENT

- To provide the means and resources required for implementing this guide within its scope of responsibilities.
- Transfer the general guidelines in this guide to a specific business or country instruction that fully describes the particular road safety requirements.

10.2. OF THE COMMAND CHAIN

- Monitor correct compliance with the requirements in this guide among its employees and at the installations under its responsibility.
- Identify the road safety training needs for its employees according to this guide.
- Investigate any non-compliance and incidents in road safety matters within its scope and propose the necessary actions.
- Foster the undertaking of safe driving observations among its employees, analysing the results with them and agreeing on improvement actions.
- Ensure that new drivers under their charge have all the skills to operate the assigned vehicle; otherwise an experienced person must be designated.

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10.3. OF THE EMPLOYEE

- Comply with the obligatory guidelines relating to vehicle operation and the actual driver that are referred to in this guide.
- Facilitate compliance with the requirements for vehicles described referenced in this guide.
- Comply with the individual obligations in safety matters that derive from country legislation and internal standards specific to the business or country.
- Complete the defined training according to driver category satisfactorily and within the set time.
- Report all serious incidents and/or deviations that could occur in the chain of command, within a timely manner.
- Attend serious incident and deviation investigations when applicable.
- Ensure that passengers travelling in the vehicle comply with this guide, local legislation and internal standards specific to the business or country.
- Ensure that driving conditions are good with respect to the vehicle, the road and the relevant activities.
- More specifically, it is strictly forbidden to drive if you have consumed alcohol, drugs or other substance that could affect your driving skills. There is ZERO tolerance to the consumption of these substances.

11. RELATED DOCUMENTATION

CODE	TITLE

Note: Complete this table with the documentation, legislation, regulations, etc, related to the document.

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