

Johnson & Johnson Fleet Safety Code of Conduct (FSCC)

The Fleet Safety Code of Conduct is intended for in-scope (as defined in the Appendix 1 of this document) personnel who drive at J&J. Additionally, these drivers are expected to be familiar with EHS&S [Vehicle Safety Standard 465](#).

Drivers will abide by the following:

Motor Vehicle Operation

1. Have a current, valid driver's license issued by the controlling authority where you reside. Notify management if your license is suspended or revoked within 24 hours.
2. Abide by all local, state, provincial, and country traffic regulations and J&J's requirements, which in some cases may be more stringent than local regulations (e.g., laws governing speed limits, blood alcohol levels, safety belt use, helmet use, no hand-held or hands-free phone/electronic device use, distraction, night time visibility).
3. Always wear safety belts or use other appropriate restraints (e.g., infant and child safety seats) in both front and back seats while the vehicle is in operation in all vehicles.
4. Ensure that working three-point shoulder and lap safety belts are available when requesting public transportation on company business before entering the vehicle (e.g., airport shuttle bus, taxi or rideshare service). Wear three-point lap and shoulder belts for the entire journey. In cases where three-point belts are not available always use a lap belt. If there are no seat belts, then ground transportation may not proceed.
5. When driving two-wheeled motorized vehicles, wear full-faced helmets while the vehicle is in operation. Helmets must conform to local and/or international requirements. Also wear reflective vests or bright colored clothing to increase visibility to others on the road.
6. Never drive on company business or drive a company vehicle (on business or personal time) while under the influence of alcohol and/or drugs that can potentially impair your ability to safely operate a motor vehicle, even if that substance is legally/medically prescribed.¹
 - a. If stopped by authorities for Driving Under the Influence (DUI), comply with blood alcohol content (BAC) testing as required by law.
 - b. If arrested for or issued a Driving While Under the Influence (DUI) or Driving While Intoxicated (DWI) citation, while driving any vehicle, report this

¹ Driving a company vehicle is considered a "safety-sensitive activity"; deemed by the corporation to present significant risks should the employee's judgment or skill be impaired by the use of alcohol/drugs or legally medically prescribed drugs.

- information to your management and SAFE FLEET team member within 24 hours of the arrest or receipt of a citation, whichever occurs earlier. In this case, driving of a company or personal vehicle on company business must immediately be suspended.
- c. Cooperate with requests for drug or alcohol screening if required by local requirements, or if required for hiring.
7. Use medication only under the prescribed advice of a physician. Be aware that over the counter medications can impair your driving ability such as causing drowsiness. Always read and check for side effects with the medication you may be using and if there is a risk to your driving, then don't drive.
 8. Never drive in a state of fatigue that may adversely impact safe vehicle operation. When travelling internationally across time zones, seek approval from your management to arrange safer forms of transportation versus leaving your car at the airport.
 9. Secure loose articles which may become projectiles (e.g., company assets such as equipment, samples, brochures, tools, cell phones, laptops and other electronic devices) to protect vehicle occupants from serious injury in the event of sudden stops, turns or impact.
 - a. If not provided in the vehicle, request your management to provide safety screens or safety nets (with sufficient strength to secure the cargo) in vehicles used to carry cargo loads. Make the selection according to vehicle load capacity and local requirements.
 - b. Transport pets in carriers according to local requirements.
 10. Consider safe journey planning before setting out.²
 11. These actions are strictly prohibited by those driving company owned or leased vehicles, or personal vehicles while driving on company business:
 - a. Accepting compensation for transporting passengers or materials
 - b. Carrying firearms, ammunition, and weapons in the vehicle
 - c. Carrying hazardous or bio-hazardous materials/samples in the vehicle (unless transport is pre-authorized for business purposes via DGTC-Support@its.inj.com)
 - d. Providing transportation to hitchhikers
 - e. Pushing or towing another vehicle
 - f. Smoking/Vaping in the vehicle
 - g. Using a radar detector (even if local laws allow)
 - h. Unapproved after-market devices (e.g., chip tuning, interlock devices, clings).
 12. Never switch off, disable or disengage the safety aids in your vehicle which are designed to maximize driver and passenger safety (e.g., lane departure warning,

² Includes: assessing the need to travel, choice of route, scheduled rest stops every two hours, overnight stays (as appropriate and approved by management), jet lag from multi-time zone travel and its impact on fatigue, hiring alternate safe transportation as needed.

back-up beepers/sensors). Doing so may result in disciplinary action up to and including dismissal.

Mobile Phone and Other Electronic Device Use

- 1) Drivers are prohibited from using hand-held or hands-free electronic devices³ at any time while the vehicle is in operation.⁴ Pre-programmed navigation applications like Apple/Android CarPlay may be used if the rules in section 8) a.-e. below are followed. Where local regulations allow, mobile phone records of drivers involved in vehicle crashes may be requested. If it has been established that the driver was using a hand held or handsfree mobile phone or other electronic device while driving, a written warning will be issued and training provided. Subsequent violations may require additional disciplinary actions including possible dismissal.
- 2) Do not accept incoming calls, participate/or listen in on conference calls, or place a call while using any device unless the vehicle is completely stopped and properly parked in a safe location. The shoulder of the road is not considered a safe location; a parking lot is a safer choice. If you hear that one of your colleagues may be driving during a conference call, ask them to hang up and call in when they are safely parked. If your management is requesting you to participate in a conference call or any other call while driving, please contact the Global Director of Office and Road Safety.
- 3) Focus on the safe operation of the vehicle and take every precaution to minimize all possible distractions while driving.
- 4) The use of music players with ear buds or headsets while the vehicle is in operation is strictly prohibited.
- 5) Store mobile phones and other electronic devices in a secure location like the glove box while the vehicle is in motion.
- 6) To avoid theft, securely store company assets (e.g., computers, samples) out of sight.
- 7) Follow these rules and local laws when using a global positioning system (GPS):
 - a) Become familiar with the Safety and Product information booklet provided with the unit before using it.
 - b) Securely attach GPS unit to use in a hands-free, auditory mode, in a location that can provide “at a glance” information (similar to viewing the dashboard), and that does not obstruct your view.
 - c) Program locations in advance of the trip. Never input destinations or change settings while your vehicle is in motion. If offered, enable the GPS safety feature that restricts the input of data while driving.
 - d) Safely park before making any adjustments to the GPS.

³ These include text and voice messaging devices, e.g., mobile phones, and other electronic devices such as smart phones, tablets (iPad or equivalent), laptop computers, “wearables” (such as smart watches), and two-way radios.

⁴ A vehicle that is stopped on the roadway, in traffic, and not properly parked, is considered a vehicle in operation.

- e) Avoid use of windshield fastening devices such as poor-quality suction mounts as these may unexpectedly fall off causing a distraction.
- 8) Follow these rules when using an Apple/Android CarPlay App Navigation:
- a) Program your route prior to your drive.
 - b) Start the navigation.
 - c) Lock your phone on the side.
 - d) Securely attach the phone in a hands-free, auditory mode in a secure location.
 - e) Only view the map on the infotainment vehicle screen.
 - f) Do not use other applications of your phone while driving.
 - g) Never input or change destinations while the vehicle is in motion.
 - h) Safely park before making any adjustments to the navigation application.

Driver Training and Coaching

1. Participate in a new hire orientation and review [Vehicle Safety Standard 465](#), this Code of Conduct and other local requirements.
2. Attend Behind-the-Wheel training within 90 days of hiring if class availability allows, and every three years thereafter. Schedule this training with your local SAFE FLEET team contact or your Manager.
3. If you are an international transfer employee, attend Behind-the-Wheel or a similar training upon placement in the host country within 30 days of placement (recommended) as you will be at a greater risk in a new environment.
4. Participate in fleet safety training courses as established by SAFE FLEET and/or as defined and required by the local J&J affiliate.
5. Participate in other forms of fleet safety training, which may include in-vehicle monitoring/telematics coaching programs, the Virtual Risk Manager (VRM) program, if available within the country or franchise.
6. Complete at least one commentary drive per year with your line Manager.⁵

Major Driving Events and High-Risk Driver Classification

1. Complete a coaching session with your supervisor after any crash to analyze and identify causal factors and agree on follow-up training/actions.
2. Be aware that the J&J affiliate will conduct a review of motor vehicle driving records (as local regulations allow). The review looks for these Major Driving Events, which designate a person as a High-Risk Driver⁶:
 - a. Alcohol and/or drug related driving offence (DUI of alcohol or drugs, DWI, includes refusal to submit to testing).

⁵ The commentary drive content and process may differ according to local practices, but it must include one-on-one time with the manager or an external provider and incorporate confirmation of proper vehicle maintenance and current licensure. Commentary drives may in some cases be conducted virtually or via an external training vendor but are usually completed by the drivers line Manager.

⁶ A high-risk driver has a record of excessive traffic offenses and/or collisions.

- b. Involvement in a crash while texting or talking on a mobile phone or other electronic device (hand-held or hands-free)
 - c. Suspension or revocation of driver's license where the driver is found to be at fault for engaging in high-risk behavior, such as speeding.
 - d. Leaving the scene of a crash⁷ or hit and run as defined by local law.
 - e. Deemed at fault in a fatal crash as defined by local law.
 - f. Any combination of three or more violations/crashes in a moving vehicle within past three years **OR** any combination of two or more violations/crashes in a moving vehicle within a six-month period.
3. You will be informed of requirements associated with driving for company business, including on-going post-hire driver record reviews (as local regulations allow).
4. If you meet the criteria for a High-Risk Driver and/or have experienced Major Driving Events be aware that you will:
 - a. be formally notified of your designation as a High-Risk Driver by your line Manager, HR or a member of your local SAFE FLEET team.
 - b. be informed of remedial requirements and consequences of non-compliance.
 - c. discuss and agree on follow-up actions⁸ with your manager and/or a Human Resource representative or a local SAFE FLEET team member and be expected to complete corrective actions within 30-60 days of the initial notification.
5. A High-Risk Driver designation will be removed if you are violation-free within the next 12 months and/or have met required follow-up actions.
6. If you are stopped for a DUI, comply with blood alcohol content (BAC) testing as required by law.
 - a. If you receive a DUI citation, you are immediately suspended from driving the company vehicle until further assessments are complete. In some countries, the assessment will be performed by the Employee Assistance Professional and the Occupational Health Nurse.
 - b. If you lose your driver's license, you will lose fleet vehicle use until the license is reinstated and until you are cleared to drive after further assessment.
 - c. Employee termination is possible after a first alcohol or drug related driving incident (arrest or citation) and mandatory after a second incident (arrest or citation).
 - d. Other Authorized drivers who are involved in alcohol or drug related driving incidents may lose their fleet vehicle driving privileges, temporarily or permanently, according to J&J requirements and local laws.

⁷ Crash: An event involving a company-owned or leased vehicle (or personal vehicle while driving on company business) that results in property damage and/or injury or death to any person.

⁸ may include behind-the-wheel training, telematics coaching, Mentor application, commentary drives or other corrective actions.

Appendix 1: Application of Vehicle Safety Standards to Drivers and Vehicle Categories

Driver and Vehicle Categories	Worldwide Fleet Safety Standard Elements That Apply
<p>1. Employees of J&J and its affiliates who drive company-owned or leased vehicles as a regular part of their job and for personal use.</p> <p>This would include management personnel who are eligible for a company vehicle as part of their compensation package.</p>	<p>All Standards Apply</p>
<p>2. Employees of J&J and its affiliates who drive personally-owned vehicles for company business as a “regular part” of their job* and receive monetary compensation from the J&J affiliate.</p> <p>*“Regular part” of their job is defined as more than 10% of the total yearly miles driven on business with that particular vehicle.</p> <p>This company allowance may be in the form of:</p> <ul style="list-style-type: none"> - an overall compensation package or bonus plan - a separate car allowance to purchase their own vehicle - reimbursement for vehicle expenses beyond fuel, including but not limited to, vehicle maintenance costs, insurance and other charges associated with vehicle upkeep. - lump sum mileage allowance. <p>Employees in this category are generally regarded as part of the “fleet” audience and may include sales, marketing, service, clinical and other field-based representatives, or management personnel who are eligible for a company vehicle via a vehicle allowance as part of their compensation package.</p>	<p>All Standards Apply</p>
<p>3. Employees of J&J or its affiliates, who drive their personally-owned vehicles less than or equal to 10% of total miles on company business but receive a vehicle allowance (as outlined in Section #2 above). Driving is not considered a regular part of the job (i.e., the vehicle is not used as a “tool of trade”; however, the Company subsidizes the cost of the vehicle and/or its upkeep. The subsidy includes more than mileage reimbursement.</p>	<p>Mobile Phone and Electronic Devices</p> <p>Motor Vehicle Operation</p> <p>Vehicle Safety Features</p> <p>On-line or other education/training material on applicable standards. (Note: the driver’s agreement to comply with the standards must be documented).</p>

	Reporting of crashes and injuries is <u>not</u> required in CURVE.
4. Employees of J&J and its affiliates who drive long-term rental vehicles for which the employee receives a regular allowance to cover rental expenses.	All Standards Apply
5. Persons who are contracted to work solely for J&J and its affiliates (e.g., merchandisers, field sales/service contractors), authorized by J&J to drive a J&J owned or leased vehicle, and directly supervised by a J&J manager or J&J affiliate manager.	All Standards Apply
6. International transfers or long-term assignees who are eligible to receive a company vehicle as part of their compensation package.	All Standards Apply (Note: Crashes and injuries involving international transfers must be included within the host affiliate CPMM, IPMM and injury reporting.)
7. All employees of J&J and its affiliates who drive rental vehicles on company business.	Mobile Phone and Electronic Devices Motor Vehicle Operation
8. Suppliers of external ground transportation services being used by or contracted with J&J or its affiliates, such as taxi or other driver services (e.g., providing employee transport to and from company sites). J&J local affiliates must ensure that applicable standards are referenced as requirements in the service provider contracts.	Suppliers of ground transportation services must follow Standard 465 section 2. External Ground Transportation Service Suppliers
9. Authorized drivers of company owned or leased motorized site/plant shared vehicles typically driven by more than one person, security, maintenance and other vehicles used on company site premises or off-site from time to time or used regularly to conduct company business.	Follow Standard 465 Vehicle Safety.
10. Company owned or leased vehicles/vans used to transport employees to and from a company site by designated drivers.	All Standards Apply
11. Authorized drivers of company-owned or leased vehicles other than the employee driver (e.g., spouse or domestic partner). At each J&J affiliate's discretion and based on a formal authorization process outlined at the company and/or country level, individuals other than the employee may be authorized to drive a company owned or leased vehicle for personal/non-work-related use.	Mobile Phone and Electronic Devices Motor Vehicle Operation New Hire Eligibility and Driver Requirements Major Driving Events: Classification and Remedies Crash and Injury Reporting. Any crash or injury caused by the Authorized driver must be reported under the J&J driver.

	<p>Note: Operating companies must establish a personal vehicle use policy for qualified, employee family members who are authorized to drive company owned or leased vehicles. The policy must establish who is qualified to become an Authorized driver and outline driver training requirements in order to minimize the added risk. The policy must also address the Authorized driver who has been involved in a Major Driving Event (i.e., falls into a high-risk driver category), including the possible loss of vehicle use.</p> <p>It is ultimately the responsibility of the J&J affiliate employee to be aware of the driving habits/histories of those authorized to drive the company vehicle, and to restrict vehicle use when the driver does not adhere to the standards.</p>
<p>12. Distributors, outsourced sales/service representatives or other contracted groups who drive vehicles that are owned or leased by the distributor or contracting agency (in the U.S., an example would be Quintiles, or Modern Pharmaceutical in the UAE).</p>	<p>Drivers representing J&J and its affiliates must be advised of J&J's Fleet Safety Mobile Phone and Electronic Devices and Motor Vehicle Operation standards. A protocol must be established that identifies high risk drivers and defines remedial actions. Enforcement of these standards is the responsibility of the distributor or contracting agency's management.</p> <p>J&J Fleet Safety Standards are not enforceable unless they are included as part of the contractual language. J&J affiliates can contribute greatly to global road safety by encouraging distributors and contractors to adopt our fleet safety standards or similar standards within their contractual agreements. Minimally, distributors, outsourced sales/service representatives, or other contracted groups, must ensure that their drivers abide by all local, state and country traffic regulations, and ensure they follow their company's policies.</p> <p>We support and encourage distributors and other suppliers of transportation services to adopt ISO 39001 standards to enhance their Road Traffic Safety (RTS) management systems.</p>

Document Approvals

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