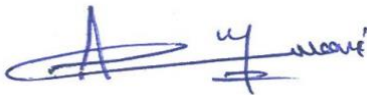


### PTC DEFENSIVE DRIVING POLICY

In order to increase employee safety and eliminate unnecessary risks behind the wheels, **PTC** has enacted a Defensive Driving Policy. We are committed to stopping distracted driving, and have created the following rules.

- **PTC** employees may not use a hand-held or hands-free cell phone while operating a vehicle—whether the vehicle is in motion or stopped at a traffic light. This includes, answering or making phone calls, engaging in phone conversations, and reading or responding to emails, instant messages, tweets and text messages.
- This policy applies to all employees when any of the following five conditions apply:
  - **Operating a company vehicle.**
  - **Operating a personal vehicle on company business.**
  - **Driving on company property.**
  - **Using a cell phone supplied by the company.**
  - **Using a personal phone for company business.**
- Additionally, company employees are required to:
  - **Turn cell phones off or put them on silent before starting the car.**
  - **Inform clients, associates and business partners of this policy as an explanation of why calls may not be returned immediately.**
- Failure to comply with this policy may result in appropriate disciplinary actions amounting to monetary fine or termination from the services.

### PIPELINE & TANK CONSTRUCTIONS SPC



Eng. Muhamad Akbar

(CTO & Owner)

May 21, 2022

