

Code of Conduct

V1.0

February 2021



Disrespectful or condescending behavior to colleagues is not accepted. Be nice and respect each other.

MAG Solution Group, as well as its customers, do not accept any postings on social media in case of accidents or incidents.

Taking pictures of accidents or incidents is only accepted if it serves as documentation to MAG Solution Group or its customers.



Safety shoes are not mandatory on the road but strongly encouraged. Short sleeves are only allowed when on the road and must also be class 3.

Local regulations must always be followed on sites and in ports, including, but not limited to, safety boots (at least ankle boots), helmet as well as helmet visor or safety glasses.

Cars

Whether you work as VTL or drive a varning or steersmans car your car needs to have the required signs and warning lights as well as the Swedish com radio (riksen) and the European CB radio (27 MHz FM).



VTL cars must have ESS/DBS, stop sign, red lamp, first aid kit and fire extinguisher.

Varning cars must have first aid kit and fire extinguisher.

It is desirable that varning cars have ESS also.

It is desirable that VTL and varning cars have 4 meter scale, 30 meter measure band, 8 cones (can be collapsible), 6 turtles or other external yellow warning lights

The scale and the measure band are necessary in order to be able to check the dimensions of a transport to be sure that the permit is valid.

Cones and turtles are necessary in order to be able to do a thorough marking of a crashed or stranded transport.

Scope and purpose of document:

It is top priority for MAG Solution Group to assure the quality of operations, adherence to working standards and regulations and safety of employees, subcontractors, equipment and cargo as well as requirements from our customers and their customers. Consequently, MAG Solution Group has made this Code of Conduct document to assure that employees and subcontractors know MAG Larsen's policies and guidelines and that they know what is expected of them. When you work for MAG Solution Group as an employee or as a subcontractor you automatically accept the content of this document and you accept that failing to do so may result in termination of the relation.

Behavior

Always behave as if you are representing MAG Solution Group. Anyone working for MAG Solution Group is – to a certain extent – a sales representative. The customer sees you as MAG Solution Group. So always think as if you were a MAG Solution Group salesperson, behave and please the customer as much as possible within reason.

When on site or in port take extra care to follow rules and behave as would be expected.

Respect your coworker. VTLs have been trained to do more than a varning car, but as people we are all equal.

Alcohol, drugs and fatigue



MAG Solution Group, and its customers, have a zero-tolerance policy regarding alcohol and drugs.

When working for MAG Solution Group you must accept that you can be checked, without notice, for influence of alcohol and drugs.

You may also not work if you are very tired, e.g., if you have worked for too many hours.

Clothing and PPE (Personal Protection Equipment)

Employees and subcontractors are required to appear presentable when working for MAG Solution Group. When in ports, on the road or on a site always wear class 3 clothes. Also wear long pants with reflexes even if your jacket is otherwise sufficient to be class 3. Shorts are never allowed.

When working as VTL always wear the full VTL uniform including the cap. Cap must, however, only be worn outside the vehicle.

Your car must be reasonably clean and presentable and in good working order so that it does not cause a stop for the transport due to an escort car malfunction. Make sure that your car is up to standards.

Dash cams are recommended for VTL and varning cars and required for controllers.

It is strongly recommended that all cars have a safety wall behind the driver's seat.

Before transport

If you are involved in a transport for MAG Solution Group, e.g. as varning car or VTL you must always be well prepared and be serious about your job.

Arrive at least 30 minutes before planned departure, or earlier if you suspect there may be issues that need to be handled before departure or if there is information you need but do not have, e.g. about the transport you are about to escort.



FÄRDPLAN
för vägtransportledare
Datum
2021-02-04

099 1 (1)

If you are escorting a transport of a certain size, e.g. wind power plant components, you must know how to file a färdplan whether you are VTL1 or VTL2/3. The färdplan needs to be sent to the police and other authorities as described in the scope of the project or job and always to Henrik at MAG Solution Group, henrik@ledsager-service.dk.

If you need to be in port or on site, do not drive around without purpose, get together on a designated place, and take great care to not be in the way for anybody.

If on site always use yellow warning lights when driving.



If on site or in port always adhere to local regulations, except if in conflict with your mission, e.g. as VTL.

It is strongly suggested to use the police issued check list for each transport – see exhibit A

During transport

Whether you work as VTL or drive a varning or steersmans car you must act as prescribed by the norms of the industry as well as the permit at hand. This includes positioning the varning cars according to the permit and not ex. 5km in front of the transport.

VTLs - and VTL1 in particular - must take full responsibility for the transport and the entire transport's adherence to the rules, norms and regulations.

Pay special attention to anything mentioned in the permit.



VTLs must regulate the traffic considering the safety of themselves and other traffic as well as the team and the transport.

Regulating traffic does not entitle the VTL to act aggressively towards the public. It is possible to regulate the traffic and assure safety without yelling and cursing. Keep a polite and relaxed tone in all communication with the public.

All signs must be put back in place whenever a transport has passed. Do not ever throw the signs. Put them gently on the side of the road or on top of the traffic islands so that they are not damaged and so that your colleague can easily find them again and put them back in place. If possible and necessary, tell your colleague on the radio where the signs are so that they have a better chance of



setting them back effortlessly. Do not leave traffic signs lying around because there will be another transport arriving in 5 minutes. Only leave the signs lying if you can see the next escort car, i.e. the one that will be taking the sign down again for the next transport.

Damages to signs or other road furniture must be documented with photos with gps coordinates and reported to henrik@ledsager-service.dk immediately after the transport is done as well as reported to the designated supervisor.

After transport

If on site always use yellow warning lights when driving.

Public opinion is not always on your side in this business. It is therefore important that you consider your actions carefully also when the job is done. When you go home you are still being watched and judged by the public. That means that you must behave on your way home also, no speeding, no racing, no misplaced behavior.

If on site or in port always adhere to local regulations, except if in conflict with your mission, e.g. as VTL.

Miscellaneous

All VTLs and varning car drivers must possess ID06 if entering sites, harbors or construction areas.





Polisen

Checklista för VÄGTRANSPORTLEDARE för avfärdskontroll vid dispenstransporter

Transportör:	Dragfordon reg. nr
Dispensbeslut diariernr:	Släpfordonets reg. nr

Kontrollpunkter

1. Giltig dispens (rätt fordon – datum)	
2. Utse VTL-förman-sträcka-1; Namn	
3. Utse VTL-förman-sträcka-2; Namn	
4. Kontroll av övriga medverkande VTL/fordon	
- Giltigt förordnande av RPS i dnr:	
- Rätt klädsel	
- Personlig utrustning	
- Kommunikationsutrustning	
- VTL-fordon (skyltning – lyktor)	
- Fordons utrustning	
5. Planeringsunderlag för polismyndigheter	
6. Kontroll av varningsbil (fordon - förare)	
- Föraren – körkort lägst klass BC	
- Fordonet lätt lastbil/ personbil högst 4,5 tons totalvikt	
- Varningsskyltar - varningslykta enligt dispensen	
- Kommunikationsradio	
- Varningsbilens placering under dispenstransporten	
7. Kontroll av transportfordonet	
- Varnings-breddmarkerings-rektangulära skyltar, varningslykta enligt dispensen	
- Belysning vid ev färd under mörker	
- Kontrollmätning av lasten/fordonet längd – bredd - höjd	
- Kontroll av lastsäkringen	
- Visuell bedömning/uppskattning av lastens vikt	
- Förarens tidigare kör-/vilotid för färdplanering	
8. Samling av eskortpersonalen	
- Verifiering av färdväg	
- Tidsplanering	
- Ev övriga frågor	
9. Kontakta TLC.	
10. Förbindelsekontroll med samtliga	

Kontrollerande VTL

Namnförtydligande

Övriga anteckningar – v g vänd

