

Driving Policy

ZTE believes that driving presents the greatest potential health and safety risk to our organizational operations. ZTE hence requires that all employees and partners in all locations adhere to this policy, relevant local legislative requirements and driving qualifications so as to minimize the occupational road risks. ZTE has developed specific requirements for some high risks related to driving with the purpose of building up a healthy and safe driving culture and environment.

This policy applies to all ZTE employees and also those of ZTE affiliates or partners.

Driver Training and Qualification

Only approved personnel and contractors with required competency as per local legal regulations are allowed to drive vehicles for or on behalf of ZTE, including owned and leased vehicles. Customers' driving requirements shall also be complied with. All drivers shall attend internal driver awareness training relevant the market conditions and local road risks.

Vehicles

Only fit for purpose, approved, serviced, registered, roadworthy and licensed vehicles may be used by ZTE employees or contractors and shall be used for intended work purposes only. All vehicles shall be inspected pre-use and recorded on a checklist with any issues to the vehicle reported to the relevant fleet or line manager. All vehicles shall be equipped with emergency response equipment. Vehicles shall be serviced and maintained as per factory requirements with records stored as per local legal requirements.

Seat Belt

All employees and contractors must wear seat belts at all time when operating a vehicle or any other transport vehicle such as buses, trucks, etc., and shall ensure that all other passengers use seat belts before starting any journey.

Alcohol and Drug Abuse

Driving a vehicle under the influence of alcohol, any drug or medication that impairs the driving ability is prohibited.

Operating a Motorcycle

A full face, standard approved helmet must be worn when driving a motorcycle. Motorcycles can only be used for personnel transportation, not for equipment transportation. Motorcycles may only be used where there are no customer requirements that prohibits the use of motorcycles for work purpose.

Mobile Phone Use

The driver must park the vehicle in a safe place before answering the phone, responding to a call, message, notification or any other physical use of the mobile device while driving. A mobile device may only be used for the use for map/direction indications, listening to music, audiobooks or podcasts and must be prepared before the journey starts. If the mobile device is connected to the Bluetooth system, changes may be made and if not connected, the vehicle must be parked in a safe place before changing the playlist or location on map indicator.

Speed Limit

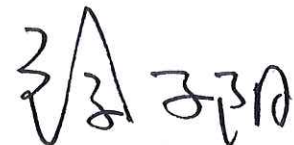
Drivers shall always follow speed limits and take into account of road and weather conditions and reduce speed.

Driver Distractions

Drivers should not get distracted whilst operating any vehicle or motorcycle. This included **visual** (taking eyes off the road), **manual** (taking hand of the steering wheel) and **cognitive** (taking your mind off what you are doing and only focusing on and practicing safe driving habits).

Disciplinary Action

Any violation of this policy or any of the ZTE health and safety rules related to driving may cause a disciplinary action as per ZTE Health and Safety Behavior Requirements and Rewarding and Punishment Regulations.



Xu Ziyang

CEO, ZTE Corporation

July 1, 2020

中兴通讯驾驶政策

中兴通讯认为驾驶是公司运营面临的最大潜在健康安全事故风险。为了将道路风险降至最低，中兴通讯要求在任何地点工作的所有员工及合作伙伴必须遵守本政策、当地的驾驶法律法规要求和行车标准。中兴通讯对几项高风险内容制定了明确要求，旨在为大家营造一个健康安全的驾驶文化和环境。

此政策适用于中兴通讯全体员工、附属子公司及合作伙伴人员。

驾驶人员培训及资质

只有符合当地法律法规要求、客户要求以及公司管理要求的合格人员才被允许代表中兴通讯驾驶车辆，包括公司自有车辆或租赁车辆。所有司机都应该参加公司内部驾驶安全意识培训，包括当地行驶条件和道路风险等。

车辆

只有经过登记注册、批准、检修、车况良好且符合使用目的的车辆才能被中兴通讯员工或合作伙伴人员使用，并且仅用于预定的工作用途。所有车辆均应在使用前进行检查，并记录在检查清单上，并向车队队长或直属领导报告车辆的异常情况。所有车辆都应配备应急设备。车辆应按照公司要求进行维护和保养，并保存记录。

安全带

所有中兴通讯员工和合作伙伴人员必须在驾驶任何交通工具（例如轿车、巴士、卡车等）时，必须时刻系紧安全带，并且确保车上所有乘客在开始旅程前系好安全带。

酒精和药品滥用

严禁在饮酒、或者使用任何影响驾驶能力的药品后驾驶车辆。

驾驶摩托车

在驾乘摩托车时必须佩戴符合标准的安全头盔。摩托车只能用于人员运送，而不能用于设备运输。在客户未明令禁止的情况下，可以使用摩托车。

手机

行车途中，驾驶人员在需要接听电话、回应信息、或者任何物理使用移动设备的操作之前，必须将车辆停靠在一个安全的地方。移动设备只能用于导航、听音乐等，并且必须在旅

程开始前准备好。如果移动设备连接到蓝牙系统，需要手动进行更改时，车辆必须在停放在安全位置之后再行更改操作。

限速

驾驶人员必须遵守限速要求，并且充分考虑到道路、天气、减速等情况。

司机注意力

司机在操作任何车辆或摩托车时，都不应分心。这包括视觉（视线离开道路）、手（双手脱离方向盘或把手）和认知（驾驶过程中不应该分心，而应该专注于安全驾驶并形成习惯）。

处罚

任何违反本政策或者任何和驾驶相关的中兴通讯健康安全规定的行为，将按中兴通讯《健康安全行为要求及奖惩管理规定》给予相应处罚。



徐子阳

中兴通讯股份有限公司 总裁

2020年7月1日