
	STANDARD OPERATING PROCEDURE	Document ID	TNCL-ENG-SOP-0004
		Document Owner	Engineering Manager
	VEHICLE DASH CAMERA MANAGEMENT PROCEDURE	Revision	00
		Approval Date	07 th June 2024


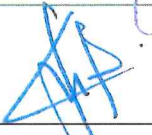



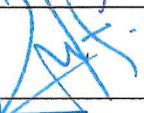
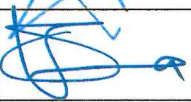


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IT Manager	CLEVER MRSMA		7/6/2024
Engineering Manager	Sarai Ally		7/6/2024
General Manager	Rebecca Stephen		22/06/2024



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1. INTRODUCTION

This procedure aims to provide safety and security records in case of road traffic events, it also provides an extra set of eyes to ensure that all risks are minimized, and the driving is conducted safely and effectively to achieve our goal of **ZERO HARM**.

The primary uses of **Dash Cameras** are to assist and provide security and proof of the circumstances surrounding in case of an incident. TNCL does not intend to use Dash Cameras for monitoring the work of employees, passenger(s), and or any occupancy.


The implementation and induction of all our staff members regarding safe work methods and procedures discussion will be the responsibility of the Line Management and assisted by Senior Site Staff in conjunction with the Training Department.

Additional training needs will be addressed and attended to when identified to ensure that the required level of competence and understanding is maintained.

2. DEFINITION AND ACRONYMS

Table 1: Definition and Acronyms

Term	Definition
Procedure	Approved document with detailed sequential steps describing HOW a specific task is performed. The procedure should either contain the content of the supporting Standard document or refer to the standard.
Safety	The state of being safe or protected from or unlikely to cause danger, risk, or injury.
Dashcam	Dashcams include a camera to record the interior of the car at 150 degrees inside the camera, usually in a ball form, and can automatically record and send a picture.
TNCL	Tembo Nickel Corporation Limited
OHS&S Manager	Occupational Health, Safety and Security Manager
HR Manager	Human Resources Manager

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3. PROCEDURE REQUIREMENTS


3.1 General

The following principles apply:

- a) Dash Cams will be installed in all company vehicles, (i.e. pickups, trucks & buses).
- b) Dash Cams are set up in a way that ensures that there is minimal intrusion of privacy and that any intrusion is fully justified.
- c) All employees and visitors are required to be trained, review, and sign off the acknowledgement sheet for this policy before operating or entering a company vehicle. Employees may come across multiple situations and vehicles with dash cameras installed. They should be aware that an event or violation can occur at any time while in/around any piece of equipment. All visitors to be informed by the on the presence of dash come by the driver before entering a vehicle.
- d) No images or information will be used except where a relevant incident (event) has occurred. In case of any incident, the footage shall be reviewed for 48 hours (24 hours prior to and after the incident).

However, random review of footages will be conducted to establish effectiveness of devices and for preventive purposes.

- e) Drivers are responsible for their actions as well as the actions or violations of any passengers in the vehicle while they are operating, therefore it is the driver's responsibility to make sure the passenger is abiding by laws as well (such as wearing a seatbelt). Violations can occur anytime while operating a company vehicle, even after hours or while not on duty. Drivers and passengers in company vehicles must adhere to and always abide by all traffic procedures while operating company vehicles.
- f) The Dash Cam will be intermittently monitored by TNCL and the camera will usually remain in an automatic "ready to record" status. However, there is a Live View feature on each camera.

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- g) The Dash Cam will not be accessed covertly to monitor the quality and amount of work completed by employees. However, where an incident is captured that reveals inappropriate conduct that cannot in good conscience be ignored, TNCL reserves the right to use corrective/disciplinary action in the business interests. This may include grievance, disciplinary proceedings, defence, or litigation of a legal claim, and/or driver training.
- h) The manufacturer's overview sheet and an explanation of how the camera works can be made available to employees upon written request.


3.2 Installation

The installation of Dash Cam shall comply with the following criteria:

- a) The subject Dash Cam must be capable of capturing and storing video of the front, inside the cabin, and rear.
- b) The wiring of the Dash Cam must be connected to the ignition system whereby the Dash Cam comes ON as the vehicle is switched ON.
- c) Dash Cam must be fitted in a safe place, and it doesn't obstruct the driver from normal vehicle operation.
- d) For contractors who work with TNCL for a period not less than three months, they are required to install Dash Cams and grant access to the TNCL IT team for backup and storage of such records.

3.3 Review, Back-Up and Storage Of The Records

- a) Back-up of the records will be done every Saturday starting at 5:00 pm at a dedicated location in the TNCL server.
- b) Once backed up, memory cards will be cleaned and ready for usage.
- c) The backed-up records will be stored for not more than two weeks unless such records contain useful information to be used in accident/incident investigations or requested by the authorities for evidence purposes.

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3.4 Use And Care Of Dash Cams

- a) Driver shall not remove, dismantle, or tamper with the Dash Cam.
- b) At the beginning of each shift or assignment, a driver operating a vehicle equipped with a Dash Cam shall complete the following procedures:
 - Confirm that the correct date, time, and live video display appear on the Dash Cam screen.
 - Perform a short test to confirm video recording.
 - The vehicle pre-start to indicate that the Dash-cam is effectively working.
- c) If a driver is required to respond to a call-in emergency mode before being able to complete the steps listed above, then the above should be completed at the first available opportunity.
- d) When a problem with the Dash Cams is identified, drivers are required to report the issue to the IT department or by sending an email containing the vehicle number and description of the problem to the IT support email address, support@kabanganickel.com When the identified problem could impact subsequent drivers' ability to use a particular vehicle, drivers are encouraged to not use such vehicle until the problem is rectified.

3.5 Employees

When Dash Cams are deployed, they are likely to capture pictures of employees and potentially citizens/non-employees. Dash Cam evidence may be used as part of an employee investigation where, in the reasonable belief of management, there may have been misconduct or a breach of Health and Safety. Where footage is used in disciplinary proceedings, it may be retained for a further period of up to five years. The employee may be permitted to see and respond to the images, in addition to the employee's right to request a copy, which a written request should be provided within one month of the date of the incident.

Under appropriate circumstances, the footage may be provided to the Police (or other Government authorities) to prosecute for criminal offences. In defense of legal claims, or pursuance of civil recovery, footage may also be provided to our legal representatives to provide evidence before the courts.

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3.6 Non-Employees

Where an incident involves a third party, the relevant insurers will be informed of the details. Although the third party may be made aware that there is recorded evidence in the form of Dash Cam footage, a copy of the recorded material can only be obtained if requested by the subject themselves. Third Parties should also be aware that under appropriate circumstances the footage may be provided to the Police (or other Government authorities) to prosecute for criminal offences. In defense of legal claims, or pursuance of civil recovery, footage may also be provided to our legal representatives to provide evidence before the courts.


3.7 Access To Dash Cam Recordings

Access to retained images and information will be kept confidential within the TNCL's File Servers with appropriate security measures to safeguard against unauthorized access and use. Access is approved on an incident-by-incident basis. Once access is approved by the authorized OHS & S Manager, recorded footage can be reviewed (not deleted or amended) by:

- a) OHS & S Manager
- b) HR Manager
- c) General Manager

Any other person with interest must obtain authority from the OHS & S Manager to view recorded footage, providing reasons and justification. Any persons whose images are recorded have a right to view those images, and to be provided with a copy of those images upon request within one month of the event. Availability of images will be subject to the retention period. Employees making such a request should do so in writing, providing the relevant time and date of the image, so that they may be easily identifiable.

The OHS & S Manager may automatically send the images or information to the employee for review without a written request being needed. In that event, the information will be sent to the employee's company email account.

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4. SYSTEM EVALUATION

This procedure shall be reviewed at least two years by members of the OHS, IT, and Engineering departments and presented to the Standard Committee for approval, or when organizational changes take place or are required as part of internal and external audits. The TNCL Document Controller will monitor compliance with the document control system on an ongoing basis.

5. DISTRIBUTION

List physical locations which require a controlled copy of this document.

Table 2: Distribution

Copy	Controlled Document Folder Location
Master	Controlled Documents Central Filing System


6. CONTRAVENTION

Any breach of this procedure shall be regarded as refusal/failure to carry out a lawful instruction and will be dealt with as per the disciplinary procedure.

7. DOCUMENT CHANGE PROCESS

The process of document change starts when the document custodian identifies there is a need to make changes within the document. The document custodian/ owner shall complete the document change request form, sign it off, and submit it to the Document Controller.

The Document controller shall issue the controlled word copy of the document to the respective document custodian/owner so that changes may be made. The document custodian/owner shall resubmit the updated document to the document controller so that the document can be controlled and updated within the Filing system ready for use by the end users.

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7.1 Reason for Change

Table 3: Record for Change

A	As a result of incidents	F	Change in training requirements
B	As a result of the audit findings	G	Results of risk assessments
C	New / changes in governance documents	H	Change due to spelling or grammatical error
D	Changes in legislation	I	New document format
E	Changes in technology	J	To integrate special instruction into the document control system

7.2 History of Change


Table 4: History of Change

Date of Change	Revision No	Revised Item (paragraph Number reference if required)	Reason Code	Name of Reviewer
06/06/2024	00	Initial release	None	Akida Waria

8. RECORD CONTROL

Table 5: Record Control

Document Title:	Document ID:	Responsible for Maintenance:	Responsible for Filling:	Location of Storage:	Retention Period:	Method of Disposal:
Vehicle Dash Cam Management Procedure	TNCL-ENG-SOP-0004	Document Controller	Document Controller	OHS Department	Hard Copy two Years	Hard copy shared file electronic

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9. DECLARATION

I hereby declare that I have taken part in the discussion of this procedure, and I understand its contents and do commit that I shall ensure compliance hereto:

Table 6: Declaration

	Name and Surname	Company Number	Designation / Role	Signature	Date Signed
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