

DASH CAM POLICY

This Dash Cam Policy sets out the position of R.T. Moore Co., Inc. (“Company”) on the use of Dash Cams in the Company fleet vehicles and how such use affects Company employees. The Dash Cam Policy will be used in unison with the Distracted Driving Policy that has been signed by all R.T. Moore employees. The Company believes that the use of Dash Cams promotes the safety and protection of employees as well as ensuring proper use of company vehicles. The Company will not use Dash Cams for any unlawful purpose.

Dash cams will include two cameras: one which faces the interior cabin of the vehicle, referred to as “driver facing” and a second which faces the road ahead, referred to as “road facing.” Dash Cams will be installed in every fleet vehicle owned or leased by the Company (collectively “Company Vehicles”).

The primary use of Dash Cams is to assist in the protection and safety of employees and property, prevention and detection of criminal offenses such as staged-accident fraud, defense of legal claims, driver exoneration, and driver training and improvement. While it is not the Company’s primary purpose to use Dash Cams to monitor the work of employees or to assure that employees are complying with the Company’s policies and procedures, the company reserves the right to do so.

The following principles shall apply to the use of Dash Cams in Company Vehicles:

- Dash Cams will be set up in a way that ensures minimal intrusion of privacy.
- Drivers and passengers shall be made aware there is a Dash Cam inside their Company Vehicles and shall also have access to an overview sheet and explanation of how a Dash cam works.
- Video recorded images may contain biometric information of drivers. Such biometric information is subject to the applicable state laws. Collection, storage, disclosure, and destruction of collected biometric information will be in accordance with applicable state law.
- The Company employee signing this document will have access to a copy of the “SAMSARA VEHICLE GATEWAY AND DASHCAM DETAIL AND FAQ,” so the employee understands the available features and functionality of the Dash Cam.
- No images and information will be stored long term except where a relevant incident has occurred (this will be referred to as safety event video or clip-its). Dash Cams automatically record and upload data up to 5-10 seconds before and after a safety event. However, it is possible to review the most recent 373 hours of driving video (this will be referred to as extended video) if deemed necessary for fact finding and/or to determine fault in the case of a complaint, citation or incident.
- Select members of Executive Leadership will have full access to all Samsara videos.
- All video recordings will be stored within the Samsara system and are not to be downloaded for external use except for when required for defense or litigation of a legal or insurance claim.
- The Corporate Safety Manager will be the only person with access to the extended video recordings but will obtain Executive approval prior to viewing extended video recordings.
- Access to safety event videos (the 5-10 second clip-its) will be given to select safety and fleet employees as appointed by the R.T. Moore Executive Leadership Team. Appointed safety and fleet employees will use the safety event videos (clip-its) to train employees on the proper usage of company vehicles and to validate the accuracy of the safety events.



- An incident investigation may result in a meeting with executive leadership, the appointed safety and fleet employees, and divisional management, where the video may be reviewed.
- The audio recording feature is DISABLED and AT NO TIME SHALL AUDIO BE CAPTURED OR RECORDED.
- The Dash Cam video is not active/live, and the driver cannot be remotely viewed/streamed in real time.
- The Dash Cam will not be accessed secretly/covertly. However, where an incident is captured that reveals inappropriate conduct that cannot in good conscience be ignored, the Company reserves the right to proceed in the business's interests. This may include grievances/complaints, misconduct, or defense or litigation of a legal claim.
- All complaints about the Dash Cams should be submitted in writing (email shall suffice) to the Corporate Safety Manager acting as the Designated Responsible Person.
- This Dash Cam Policy will be reviewed as needed based on policy requirements or legislative updates. If the policy is updated, the new policy will be reissued to all affected employees. The policy is an integral part of employees' terms and conditions of employment and may be updated by the Company as necessary. Employees are asked to acknowledge receipt and understanding of this policy by signing the form provided. If an employee whose role involves driving or riding in a Company Vehicle chooses not to acknowledge this Dash Cam policy document, it may impact their ability to perform their duties and could result in further discussions regarding their employment, up to and including termination.

Dash Cams are leased property of the Company and are not to be disabled by the employee (blocked, covered, moved, unplugged, or removed). Unapproved tampering of the Dash Cams, deliberately blocking the view of a Dash Cam, or exhibiting unsafe behavior that endangers the lives of other workers, or the public may result in disciplinary action, up to and including termination of employment.

ACKNOWLEDGEMENT AND CONSENT:

I have read the Dash Cam Policy, understand my obligations listed in the Dash Cam Policy, and agree to abide by the Dash Cam Policy. I consent to the use of a Dash Cam when operating a Company Vehicle or riding in a Company Vehicle. Further, I understand that failure to abide by this Dash Cam Policy may result in a disciplinary action against me, up to and including termination of my employment. Acknowledgement via UKG will satisfy the signature requirement. Any objections to this policy should be expressed in written form to the Corporate Safety Manager within fifteen days of roll out. Failure to provide formal acknowledgement of this policy in the fifteen-day window will result in automatic consent to this policy.

Employee Name (Printed)

Employee Signature

Date