

1. Overview

This Code applies to all Kidney Kar Rally (KKR) participants, officials, volunteers, fundraisers, Rally Organising Committee (ROC) members, Road Director (HP Sports Management (HPSM)), Kidney Health Australia (KHA) and its employees associated with the Kidney Kar Rally (KKR) Event. The Code may be changed from time to time at the discretion of Kidney Health Australia (KHA).

2. The Code

All KKR participants, officials, volunteers, fundraisers, ROC members, contractors (HPSM), KHA employees are required to:

- a) Abide by the laws, procedures, rules, regulations of the event as provided in the Entry Packs, KKR documentation, or displayed on the website: www.kidneykarrally.org.au;
- b) Follow any and all reasonable requests made of them;
- c) Behave appropriately and professionally not to bring KHA into disrepute;
- d) Be honest and fair at all times and know what standards of behaviour are expected of them, and what they can expect of others;
- e) Treat everyone in a non-discriminatory manner;
- f) Report any inappropriate or unlawful behaviour or activity in accordance with this Code;
- g) Demonstrate appropriate behaviour towards other participants, officials and others at all times;
- h) Take reasonable care and act in a safe and healthy manner considering the wellbeing of others;
- i) Maintain confidentiality about confidential information;
- j) Get written approval prior to making any public comment on behalf of KHA, or creating any Facebook groups or other social media accounts representing KHA; and
- k) Not take illegal drugs when attending the Kidney Kar Rally.

3. Participant Rights

As a KKR Participant, Official, Volunteer, contractor (HPSM) and KHA Staff you have the right to:

- a) Feel and be safe;
- b) Be free from threats, bullying, harassment (including sexual harassment), discrimination and offensive behaviour;
- c) Not be adversely affected by others' alcohol or drug consumption or smoking; d) Be supported to achieve your minimum fundraising goal; and e) Give or withhold written consent for any information, photos or videos material to be released to any parties.

4. Breaches and possible outcomes

KHA is the entity responsible for ensuring compliance with this Code of Conduct, and for dealing with any complaints or breaches. KHA does not pre-empt outcomes or action as a result of breaches of this Code. KHA will consider appropriate action at the time.

5. How to raise a concern or complaint

Where appropriate, individuals are encouraged to seek to resolve issues directly between themselves. However, any issues can initially be raised verbally with the Road Director (HPSM), ROC or KHA Staff, and if necessary, you may be asked to place them in writing by completing an Incident Report, available in the Road Book, documenting dates/times, details, evidence and witnesses as relevant.

KHA encourages open communication in a supportive environment and will endeavor to resolve most questions or concerns raised with either the Road Director (HPSM) or the KHA staff member in attendance. Should you believe that a criminal offence has occurred, individuals are supported and encouraged to notify the appropriate authority.

This applies regardless of whether you are a victim of, or a witness to, a criminal offence. The Event Organisers (ROC, Road Director (HPSM) & KHA) may also be required to involve the appropriate authorities in any investigation of a criminal nature.

6. Investigating and resolving a complaint

KHA has a responsibility to ensure that concerns or complaints are taken seriously and dealt with promptly. If a concern or complaint is raised, either HPSM or KHA must take action promptly to address the concern or complaint in a confidential, supportive and procedurally fair manner: This action may include:

- a) Investigate complaints in a confidential, supporting and fair manner;
- b) Ensure that an initial conversation occurs, either face to face or over the phone, as soon as practicable after becoming aware of the concern or complaint. Both the complainant and respondent may engage a support person throughout the complaints process;
- c) Escalate serious concerns or complaints promptly within KHA and (if appropriate) to law enforcement authorities;
- d) Keep detailed notes of the conversation, including all dates/times, details, evidence and witnesses as relevant;
- e) Refrain from making any promises to the person raising the concern or complaint, to enable due processes to take place;
- f) Communicate the investigation outcomes to all relevant parties in a timely and confidential manner.

7. Breaches of this Code

The outcomes for failing to follow this Code include, without limitation, counselling, mediation, apology, warnings and in the more severe cases, removal from continuing the KKR, ban from future KKR, either for a period of time or permanently.

The obligation of confidentiality does not prevent KHA or its staff, contractors (HPSM), volunteers (ROC) or officials from using or disclosing any information necessary to initiate or defend any legal proceedings, or to make any submission in relation to any inquiry or complaint, or to refer a matter to the police or other law enforcement authorities.

I, _____ have read and understand the Code of Conduct and hereby agree to abide by it.

Signed: _____ Kar Number: _____ Date: _____