

Overview

This Code applies to all Kidney Kar Rally (KKR) participants, officials, volunteers, fundraisers, members of the Rally Organising Committee (ROC), the Road Director (Alan Beattie), and Kidney Health Australia (KHA) and its employees involved in the Kidney Kar Rally event. Kidney Health Australia (KHA) reserves the right to amend this Code at any time at its sole discretion.

The Code

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

- a. Comply with all applicable laws, procedures, regulations, and event rules established by KHA, as outlined in the documentation provided and published on the Kidney Kar Rally website.
- b. Follow all reasonable directions or requests issued by authorised personnel.
- c. Conduct themselves in a professional and appropriate manner at all times, ensuring that their behaviour does not bring KHA into disrepute.
- d. Treat all participants, officials, and other individuals with respect and courtesy at all times.
- e. Act honestly, fairly, and without discrimination in all interactions.
- f. Report any inappropriate, unsafe, or unlawful behaviour or activities in accordance with this Code.
- g. Exercise reasonable care for their own health and safety and that of others, and act in a manner that supports a safe event environment.
- h. Maintain confidentiality regarding any confidential or sensitive information.
- i. Obtain written approval before making any public statements on behalf of KHA or creating any social media groups, pages, or accounts representing KHA.
- j. Refrain from using or possessing illegal drugs while attending the Kidney Kar Rally.

Participant Rights

As a KKR participant, official, volunteer, contractor, or KHA employee, you have the right to:

- a. Feel safe and protected from harm.
- b. Be free from threats, bullying, harassment (including sexual harassment), discrimination, and any other offensive behaviour.
- c. Participate in an environment that is not negatively impacted by alcohol or drug use, or smoking, of others.
- d. Receive appropriate support to help you achieve your minimum fundraising goal.
- e. Provide—or withhold—written consent for the release of any information, photographs, or video material relating to you.

Breaches and possible outcomes

KHA is responsible for ensuring compliance with this Code of Conduct and for managing any complaints or breaches. KHA does not predetermine the outcomes or actions that may result from a breach of this Code; instead, it will assess each situation and determine the appropriate response at the relevant time.

How to raise concerns or complaints

Where appropriate, individuals are encouraged to resolve issues directly with one another. However, any concerns may initially be raised verbally with the Road Director, an ROC member, or a KHA employee. If required, you may be asked to submit the matter in writing by completing an Incident

Report—available in the Road Book—which should include relevant dates, times, details, evidence, and witness information.

KHA promotes open communication within a supportive environment and will make every reasonable effort to address and resolve concerns raised with the Road Director or the KHA employee in attendance. If you believe that a criminal offence has occurred, you are supported and encouraged to report the matter to the appropriate authorities.

This applies whether you are the victim of, or a witness to, a potential criminal offence. Event Organisers (including the ROC, Road Director, and KHA) may also be required to involve the relevant authorities in the investigation of any criminal matter.

Investigating and resolving a complaint

KHA is responsible for ensuring that all concerns and complaints are taken seriously and addressed promptly. When a concern or complaint is raised, appropriate action will be taken in a confidential, supportive, and procedurally fair manner. Such action may include:

- Conducting a confidential, supportive, and fair investigation into the concern or complaint.
- Ensuring that an initial conversation, either face-to-face or by phone, takes place as soon as practicable after the concern or complaint becomes known. Both the complainant and the respondent may have a support person present throughout the complaints process.
- Promptly escalating serious concerns or complaints within KHA and, where appropriate, law enforcement authorities.
- Keeping detailed records of all discussions, including relevant dates, times, facts, evidence, and any witnesses.
- Refraining from making any assurances or promises to the individual, raising concern or complaint, to ensure that due process is maintained.
- Communicating the outcomes of the investigation to all relevant parties in a timely and confidential manner.

Breaches of this Code

Failure to comply with this Code may result in a range of outcomes, which may include, but are not limited to, counselling, mediation, an apology, formal warnings, and, in more serious cases, removal from participation in the current KKR event and/or exclusion from future KKR events, either for a specified period or permanently.

The obligation of confidentiality does not prevent KHA, its staff, contractors, volunteers, or officials from using or disclosing information as necessary to initiate or respond to legal proceedings, to make submissions 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: _____