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*Code of Conduct*

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## Introduction

RACQ exists to make a positive difference in the lives of members and the communities in which they live. RACQ is committed to developing a community of safer drivers, in safer vehicles on safer roads.

The RACQ Mobility Centre (the Centre) will be positioned as a world class facility offering safe and reliable testing of connected and autonomous technology, product validation and certification, education and facilities to support future mobility innovation and research through collaborative industry and academic partnerships.

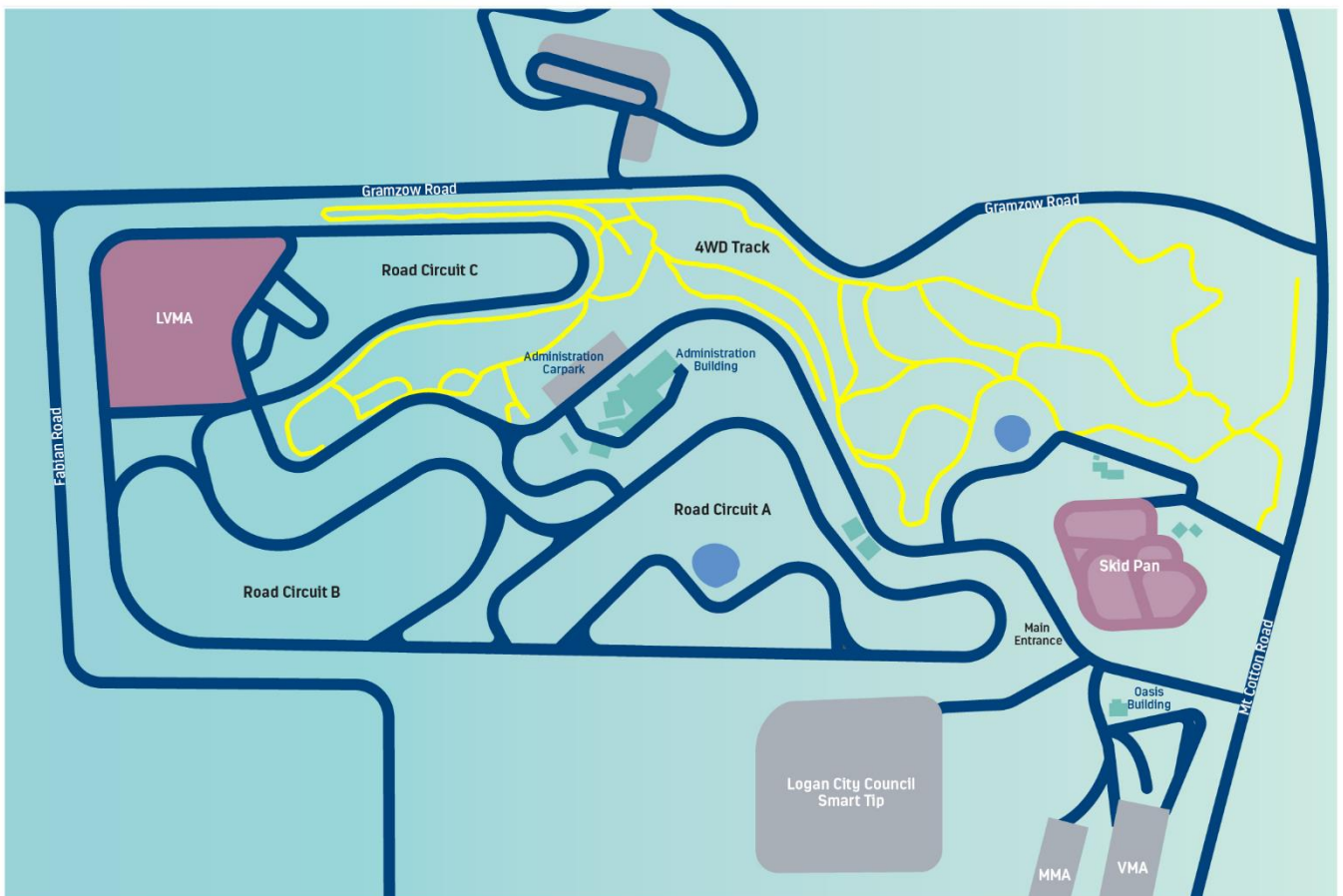
## Our Vision

To be a globally recognised thought leader, and centre of excellence, for the development, testing and transition of technology and systems that promote safe and sustainable transportation solutions.

## Site Plan and Facilities

Located in Brisbane, Australia, the site will be the premier facility in the southern hemisphere for performance and safety testing of connected and autonomous technology under controlled and realistic driving conditions. Embracing a safe systems approach, the Centre will also act as a testing ground for connected infrastructure whilst promoting safe driving behaviour.

The RACQ Mobility Centre of Excellence is conveniently located at 1753 – 1799 Mount Cotton Road, Cornubia QLD 4130; only 45 minutes from the Brisbane Airport and the Port. The Centre is spread across approximately 45-hectares with six purpose built driving zones, garaging, administration offices as well as event and training facilities.



## Access to the Centre

Access to the Centre is restricted to vehicles and personnel authorised by Centre Management being the Manager of the Centre and its staff operating as employees or agents of the Owner. Access to the testing and training facilities is similarly restricted, with vehicles and personnel to only access these zones/areas with the authorisation of Centre Management.

All vehicles must be parked at designated areas across the Centre. All visitors are to complete the relevant registration process on arrival and sign out upon departure, pending the below Hirer obligations (nominated representative). All Centre hirers/users must complete the appropriate Centre induction requirements prior to site utilisation.

**Contact person** – The Hirer must nominate a representative to oversee its activities, agents and participants, who is capable of acting effectively in an emergency and who must be present at the Centre during any activity. This person will be the primary contact person for communications with Centre Management.

**Photography** – The Hirer and its invitees may use photographic equipment in connection with their own activities but under no circumstances are they permitted to take photographs or recordings of third parties including other hirers or their invitees using the facilities, including in relation to their equipment, product testing and product development (other than if requested by or with the consent of the relevant party).

## Confidential Information, Product and Data Security

The overall operational activities undertaken at the Centre are recognised as confidential in nature and it is a condition of use that confidentiality is maintained.

It is a condition of employment, and licence of use, that the security of these operations be maintained in both physical and electronic environments.

These provisions apply to the activities of all companies and organisations operating at the Centre, and all users will respect the confidentiality of each operation.

Confidential information includes, but is not limited to:

- (a) Product testing;
- (b) Product development;
- (c) Event and seminar content;
- (d) Hiring/leasing arrangements between the Hirer and the Owner.

## Workplace Health and Safety

All Centre Hirer, Hirer Invitees which relevantly includes the Hirer's participants must comply and ensure their invitees comply at all times with all applicable laws relating to occupational or workplace health and safety. The Hirer and the Hirer's Invitees must comply at all times with the Centre's occupational health and safety procedures and requirements and reasonable directions of the Owner which includes representatives of the Owner including Centre Management of which it has been given notice.

## **1. Hirer Obligations**

- 1.1 It is a condition of entry to the site and of use of the facilities that each Hirer:
  - (a) reads this Code of Conduct; and
  - (b) abides with this Code of Conduct, including Centre Procedures;
- 1.2 The Hirer must ensure that any Invitee of the Hirer being permitted to access the Centre by the Hirer:
  - (a) is aware of the Code of Conduct and is able to access the Code of Conduct if requested by the invitee;
  - (b) is aware of that person's obligation to comply with the Code of Conduct and Centre Procedures; and
  - (c) signs all access and use notices which will be provided to the Owner if requested by the Owner.
- 1.3 The Owner may vary or amend this Code of Conduct, including Centre Procedures from time to time and each Hirer must comply with the amended or varied Code of Conduct with effect from that variation.
- 1.4 Where there is any conflict between this Code of Conduct, Centre Procedures or directions given by the Owner and any Hiring Agreement to which a Hirer is party, the Hiring Agreement prevails.

## **2. Induction**

- 2.1 The Hirer will ensure that all Invitees of the Hirer being permitted to access the Centre by the Hirer undertake an induction suitable for the purpose in which the invitee is accessing the Centre which also outlines their obligation to comply with the Code of Conduct, Centre Procedures and any other reasonable safety requirement advised by the Owner.
- 2.2 Centre induction may include a specific Centre/work area, or the part/whole facility. The current Centre Procedures must also be understood by each Hirer and its personnel who will access the Centre. All other relevant documentation reasonably required by the Owner, must be completed and/or provided including current drivers' licence and medical declaration forms.

## **3. Consequence of Breach**

- 3.1 If the Hirer or any Invitees of the Hirer materially breaches the terms of the Code of Conduct in a manner which, in the Owner's opinion, endangers others, impacts the use and enjoyment of the Centre by others, or otherwise puts any person, property or the Owner at risk, the Owner may (without limitation):
  - (a) suspend the relevant Hire;
  - (b) require any person in breach of the Code of Conduct to immediately vacate the Centre (regardless of whether the Hire Period has expired); and
  - (c) vary the terms of that Hirer's use of the Centre so as to minimise the risk of future breaches.

## **4. Personal Information**

4.1 All persons accessing the Centre:

- (a) acknowledge and agree that the Owner may collect personal information as part of the induction process and ongoing use of the Centre which will not be disclosed to any third party without the consent of the person to whom the information relates unless required or authorised by any law (howsoever defined); and
- (b) consent to the Owner using and disclosing information for the purpose of undertaking any test, or providing the outcome of any test to a third party, in accordance with paragraphs 8.6 and 8.7.

4.2 The Owner will ensure all personal information collected is dealt with in accordance with its privacy policy and comply with all laws in respect of the collection, handling, use and disclosure of personal information.

## **5. Conditions of Use**

5.1 Where the Hirer uses the Centre's facilities, the Hirer must ensure:

- (a) any training aids and training equipment provided by the Owner for use by the Hirer are returned to their designated locations after use;
- (b) that it reports the loss or visible damage to any training aid and/or training equipment associated with the Centre to the Owner as soon as practicable;
- (c) the Centre facilities are left clean and tidy and all general waste is placed in the bins provided.

5.2 Where the Hirer fails to abide by any of the conditions the Hirer shall be liable to the Owner for any loss suffered by the Owner, including the reasonable costs of rectifying the Centre's facilities to the condition the facilities would have been in had the Hirer abided by these conditions subject to the terms of any Hiring Agreement that the Hirer has with the Owner.

## **6. Insurances**

6.1 Without limitation to any provisions of the Hirer's Hiring Agreement, each Hirer confirms that vehicles and general third-party liability policies cover accidents and damage that may be caused by or to vehicles used in any activity conducted by the Hirer or the Hirer's Invitees at the Centre.

## **7. Weather**

7.1 Adverse weather conditions including fog, thunderstorms, heavy rain and total fire ban days (as declared by Queensland Fire and Emergency Services) may mean that activities at the Centre cannot be conducted.

7.2 Should any of these conditions prevail, the decision on whether activities can take place at the Centre will be made by the Owner (acting reasonably).

## **8. Alcohol, Substances and Fatigue**

8.1 While driving or operating any vehicle / machinery / equipment at the Centre, blood alcohol limits are to be zero for all persons.

8.2 No person will be permitted to drive or operate any vehicle / machinery / equipment at the Centre if affected by drugs, unduly fatigued or otherwise unable to operate the vehicle/machinery/equipment in a safe and responsible manner.

- 8.3 It is recommended that drivers should manage fatigue by only driving or operating any vehicle / machinery / equipment at the Centre for a maximum of 8 hours in a working day, with appropriate rest periods taken. Where high speeds or repetitive testing is involved, a driver should not work continuously for more than 1½ - 2 hours. This may vary depending on the type of training or testing that is being conducted.
- 8.4 No dangerous drugs as defined in section 4 of the Drugs Misuse Act 1986 (Qld) including those listed in Schedules 1 and 2 of the Drugs Misuse Regulation 1987 (Qld) may be brought to or consumed at the Centre. Any person found to be in possession of a dangerous drug will be referred to the Queensland Police Services (QPS).
- 8.5 A person who is involved in the operation of a vehicle must not take any prescription medicine which may impair a person's ability to operate a vehicle of any description without a medical certificate confirming that the person is able to safely operate the vehicle. The Hirer and the Owner reserve the right in their sole discretion to refuse to allow a person to operate a vehicle irrespective of a medical certificate.
- 8.6 The Owner can require any person making use of the Centre who the Owner suspects, on reasonable grounds, is under the influence of alcohol, affected by drugs, unduly fatigued or otherwise unable to operate the vehicle/machinery/equipment in a safe and responsible manner, to immediately vacate the Centre. The Owner can also require any person making use of the Centre facilities to submit to drug and alcohol testing if required by the Owner (or its independent contractors).
- 8.7 The outcome of any test undertaken by the Owner (or its independent contractors) may be given to the Hirer, any insurer of the Hirer or Owner, QPS, Work Health and Safety Queensland and any other relevant regulator in the event of an accident and/or incident.

## 9. Traffic Control

- 9.1 All Centre traffic will observe the normal requirements of any road laws that would apply were the vehicles being driven on a public road except to the extent permitted by the Owner.
- 9.2 The driver's primary responsibility is always to maintain control of the vehicle. The driver will not be required to operate beyond their capability or be subjected to personal risk. **No person is to perform any task that they do not wish to or feel confident to undertake.**
- 9.3 All persons will:
- (a) only drive vehicles on designated circuits and follow approved routes.
  - (b) not board or leave a moving vehicle or moving equipment or ride on:
    - (i) fenders;
    - (ii) running boards;
    - (iii) anywhere outside the regular driver or passenger position for the vehicle.
- 9.4 Hirers are responsible for roadworthiness of any vehicle operated within or outside the Centre is safe and roadworthy in every respect - particularly brakes, steering, lights and signals. Test vehicles may not comply, however, there should be basic safety checks (i.e. lights and brakes) carried out prior to using the vehicle.

## 10. Entering Circuits / Testing Zone Areas

10.1 Extreme care must be exercised whenever entering circuit and/or testing facility areas:

- (a) stop and ensure the area is clear;
- (b) check direction of travel; and
- (c) give way to approaching traffic.

10.2 Always conduct a clearing run of a circuit and/or testing area, to familiarise yourself, and ensure there are no hazards or changes within the controlled area.

10.3 Where the Hirer uses the Centre's facilities, the Hirer is responsible for ensuring the gates at the entry and exit points (if any) of the applicable facilities in use:

- (a) are closed during the use of the applicable facilities; and
- (b) left open at the conclusion of the use of the applicable facilities.

## 11. Driver's License

11.1 Any person who is operating a vehicle must:

- (a) have a valid Australian drivers' licence; and
- (b) comply with any restrictions or conditions of that drivers' licence including relation to class of vehicle.

11.2 A person may operate a vehicle on a valid International or Foreign Country Drivers Licence only with the prior written permission of the Owner. A person driving on a valid International or Foreign Country Drivers Licence:

- (a) warrants that:
  - (i) the International or Foreign Country Drivers Licence is valid and has not been suspended or cancelled; and
  - (ii) any infractions for failure to comply with any road rule have been disclosed.
- (b) must comply with any restrictions or conditions of the drivers' licence including in relation to class of vehicle.

## 12. Speed Limits

12.1 The User must comply with the following speed limits (or as otherwise signed), unless Centre declarations are supported by the Owner, on the:

- (a) Internal roads:
  - (i) speed limits are limited to 40km/h;
- (b) Road Circuit:
  - (i) speed limits range from 40km/h to 80km/h;
- (c) Skid Pan:
  - (i) maximum speed on the Skid Pan must not exceed 40km/h;
- (d) LVMA:
  - (i) speed limits range from 40km/h to 80km/h;



- (e) VMA / MMA:
  - (i) speed limits range from 40km/h to 60km/h;
- (f) 4WD Track:
  - (i) maximum speed on the tracks/trails must not exceed 40 km/h.

### 13. General Centre Obligations

#### 13.1 All persons accessing the Centre must:

- (a) if observing or spectating, stay within designated observation or spectating areas;
- (b) only smoke in designated areas including the use of e-cigarettes and dispose of any cigarette butts or other smoking paraphernalia in the receptacles provided;
- (c) dispose of all general waste in the appropriate receptacles provided;
- (d) respect wildlife/fauna; animals may appear unexpectedly.

Should you require assistance where an animal is injured contact "1300 ANIMAL" on 1300 264 625 and appropriately advise the Owner of the incident.  
Do not feed the local wildlife.  
Do not injure, kill or seek to frighten the wildlife.

- (e) not deliberately or negligently damage, kill or remove any plants or native flora through any act or omission;
- (f) not deliberately or negligently damage by act or omission any of the fixtures, fittings or infrastructure at the Centre;
- (g) be courteous and respectful of all persons at the Centre;
- (h) refrain from the use of profanity and derogatory speech;
- (i) report any visible damage observed to property or person immediately to the Hirer who must as soon as practicable advise the Owner;
- (j) report any dangerous, reckless or irresponsible behaviour observed immediately to the Hirer who must as soon as practicable advise the Owner;
- (k) not play loud music.

#### 13.2 These regulations are to be used in conjunction with any industry specific safety regulations issued by an organisation using the facilities across the Centre.

- (a) **Safety Belts** - must be worn at the Centre at all times by all drivers and passengers in all vehicles, unless a Certificate of Exemption is provided by the Owner. Certain types of testing may be exempt, written confirmation is required from the Owner prior to undertaking testing.
- (b) **Crash Helmets** - must be worn when vehicles are operated at high speeds or when operating vehicles with a high potential for rollover. Helmets are to comply with the current Australian Standards. Crash helmets must be worn when operating a motorcycle.
- (c) **Electric Cars** - should an electric or alternative fuelled vehicle be involved in an incident, always take extreme caution in assessing the scene prior to taking the appropriate action.
- (d) **Headlights** - all vehicles in general circulation areas within the Centre should travel with headlights on to improve vehicle movement visibility.
- (e) **Hazard Lights** - must be used whenever vehicles across the Centre breakdown and/or are involved in an incident that requires additional support i.e. vehicle towing, emergency service etc.

- (f) **Mobile Phones** - are to be used in a vehicle ONLY when it is stationary and parked in a safe location.
- (g) **Electrical Equipment** - The Hirer must use its reasonable endeavours to report all visible defects in electrical equipment and tools supplied by the Centre as soon as practicable and must not interfere with including by modifying, removing or tampering with any electrical tags or electrical equipment.
- (h) **Vehicles** - must comply with all vehicle manufacture requirements and be road worthy.

## 14. Safety Obligations & Operating Procedures

14.1 All persons accessing the Centre must:

- (a) comply with this Code of Conduct;
- (b) comply with all procedures and policies in force in relation to the Centre (as modified or varied from time to time) to which the Hirer has been given notice (**Centre Procedures**) including without limitation:
  - (i) Site Access and Mobility Procedure;
  - (ii) Emergency and Evacuation Procedure;
  - (iii) Emergency Response Procedure;
  - (iv) Personal Protective Equipment Procedure;
  - (v) Hazard Identification Procedure;
  - (vi) Centre Noise Management Procedure;
  - (vii) Waste Disposal Procedure;
  - (viii) Flora and Fauna Management Procedures;
  - (ix) Equipment Use Procedure;
  - (x) Sprinkler and Flooding Procedure;
  - (xi) Skid Pan – Operational and Conditions of Use Procedure;
  - (xii) Fuel Storage and Handling Procedures; and
  - (xiii) Centre Lighting Procedure;
- (c) follow any and all safety directions given by or on behalf of:
  - (i) the Hirer;
  - (ii) the Owner or its Personnel;
  - (iii) Queensland Fire and Emergency Services;
  - (iv) Queensland Police Services;
  - (v) Other emergency services.

14.2 First Aid Kits and Defibrillators are strategically located across the Centre and are appropriately signed. A Defibrillator & Emergency Oxygen are located at the Centre Administration foyer office area.

## 15. CENTRE LOCATION – HOW TO FIND US

Street Address: 1753 – 1799 Mount Cotton Road, Cornubia QLD 4130

