

DRIVER CODE OF CONDUCT
FOR
TRUCK AND HEAVY VEHICLE OPERATORS
PERFORMING WORK FOR OR ASSOCIATED
WITH CDM LOGISTICS

1. INTRODUCTION

1.1. General

This driver code of conduct applies to all CDM LOGISTICS personnel and any other person conducting business for Super Retail Group, or on any project associated with Super Retail Group, whether a direct employee of CDM LOGISTICS or employed by some other organisation providing a service or product to the Company.

We are all members of the general community, so you are expected to comply with all the relevant legal requirements and accepted community standards whilst conducting your business. Whether you are an employee of CDM LOGISTICS or operate any service to the company, your behaviour on the road reflects upon the community reputation of CDM LOGISTICS and in this regard your full compliance with this Driver Code of Conduct is required.

1.2. Penalties and Disciplinary Action

Failure to comply with this Driver Code of Conduct will lead to either the issue of a "non-conformance" or "disciplinary action" if the offender is an employee of CDM LOGISTICS. If the offending party represents another company then "disciplinary action" may be treated as suspension or cancellation of a service contract or arrangement with that company.

A non-conformance may be issued for a number of reasons, which may include if, you:

- × Drive at excessive speed;
- × Abuse other road users or customers;
- × Do not carry out instructions as advised;
- × Do not observe the site speed restrictions;
- × Do not report incidents/accidents

Examples of behaviour that may result in disciplinary action are if you:

- × Consume or are under the influence of alcohol or drugs whilst on duty;
- × Fight or commit acts of violence towards any person whatsoever, whether employee of CDM LOGISTICS or otherwise;
- × Are charged and found guilty of a serious offence causing an accident.

1.3. Motor Traffic Act

As a driver you are required to know and comply with all road rules pertaining to your vehicle (whether standard passenger car, utility or heavy transport vehicle).

1.4. Driving Licence

You must hold a current and valid driving licence for the class of vehicle that you operate. Additionally, you must always carry your current driver's licence with you while you are on duty.

If your licence is cancelled or suspended, you must let your supervisor know immediately.

1.5. Vehicle Minimum Maintenance and Operating Condition

All vehicles must be maintained and operated in accordance with the vehicle manufacturers recommended standards (refer to vehicle manufacturer's handbook).

1.6. Occupational Health and Safety

The health and safety of all people employed by (or working for) CDM LOGISTICS, and those visiting our sites, is of the utmost importance.

As an employee of CDM LOGISTICS, or supplier or contractor to CDM LOGISTICS, you are required to follow occupational health and safety legislation.

This means that you must:

- ✓ Carry out your duties in a way which does not adversely affect your own health and safety or that of others;
- ✓ Cooperate with measures introduced in the interest of workplace health and safety;
- ✓ Perform any WH&S training provided;
- ✓ Immediately report all matters which may affect workplace health & safety to your supervisor;
- ✓ Correctly use any information, training, personal protective equipment and safety devices provided;
- ✓ Not intentionally misuse or recklessly interfere with anything that has been provided for health and safety reasons;

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- ✓ Only do tasks for which you have authorisation and/or the necessary training, and for which all necessary safety arrangements are in place.

1.7. Environment

CDM LOGISTICS is committed to protecting the environment and preventing air, water and noise pollution. As the operator of your vehicle, you are subject to environmental regulations relating to vehicle emission and product spill.

You must understand and appreciate the seriousness of polluting the environment and the consequences of this. If you are careless or neglect your responsibilities, you can cause personal injury, loss of life, property damage, substantial fines, and adverse publicity for the company.

1.8. Noise Control

Using engine brakes can be extremely noisy. If possible, you should not use engine brakes near residences and built up areas.

All vehicles must be fitted with audible reversing alarms. These are essential for the safety of all personnel. Reversing alarms are however the source of potential noise complaints from neighbouring residents so all drivers should be aware of this and try to minimise reversing when possible.

Generating excessive noise is governed by legislation and is an offence.

2. DRIVING PRACTICES

2.1. Highway Courtesy

The on-going reputation of the company depends very much on the way you drive your vehicle and courtesy that you extend to the community.

The road is there to share and therefore, it is a company requirement that you display courtesy and restraint towards other road users.

2.2. Speed Restriction

As a professional and competent driver, you must always adjust your driving to the existing conditions.

Studies have shown that many truck accidents are directly caused by excessive speed and/or poor road conditions such as surface condition, corner camber, "tightness" etc.

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Always follow posted signs as they provide vital clues to road conditions and characteristics. You should always apply the following rules:

- ✓ Always reduce your speed in wet conditions;
- ✓ Drive cautiously in fog or heavy rain;
- ✓ Descend hills at sign-posted truck speeds, or in the lowest gear to suit the conditions;
- ✓ Always observe the special limits that apply for road works etc;
- × **DO NOT** exceed the posted maximum speed;
- × **DO NOT** drive at speed past schools, school buses, parks, shopping areas etc.

2.3. CDM's & Customer site Restrictions

CDM site has a general speed limit of 5 km/h. this limit is to ensure the interaction between personnel and vehicles are managed to minimise the risk of injury to all personnel.

Drivers are required to observe the posted speed limits and other traffic signage at all times. All incidents where drivers do not observe speed limits and other traffic instructions will be logged and investigated and, where appropriate, disciplinary action will be taken.

2.4. Defensive Driving

You should always drive in a manner that will help you to avoid an accident, despite incorrect/inappropriate actions of others or poor driving conditions. Defensive driving requires a high degree of anticipation.

2.5. Vehicle Braking

One of the most important single skills that a professional and competent driver possesses is bringing a loaded vehicle to a controlled stop in city and open road conditions.

You may need to brake heavily but you must also be aware of the possible consequences.

As a rule you should always be aware of traffic conditions 1 to 2 km in front of you. In doing so, you are adjusting your own driving conditions to avoid the need for heavy braking.

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Always brake with care, remembering that the truck will react differently according to the weight of the load, weight distribution of the load and road surface condition.

You should never, under any conditions, drive a vehicle with faulty or suspect brakes. You must always immediately report the fault to your supervisor to be fixed.

Engine brakes are auxiliary to the main service brakes. In general, the following should be observed regarding engine brakes:

- × **DO NOT** use the engine brake on slippery or wet surfaces, as a jack-knife may occur;
- × **DO NOT** use engine brakes in or near residences and built up areas, as this causes excessive noise and is a public disturbance.

2.6. Tailgating

By law you are required to maintain a gap between yourself and the vehicle directly in front of you, so that heavy braking will not be required. The gap is based on several factors including speed, vehicle weight, traffic congestion and road condition. During wet weather or other adverse conditions, the gap distance should be doubled.

Always remember, appropriate gap distance between other road users is a key defensive driving tool.

2.7. Overtaking/Passing

You should always avoid overtaking in awkward, inappropriate situations or where there is unclear vision.

In general you should **not** overtake/pass in the following situations:

- × Over continuous lane separation lines;
- × On narrow roads;
- × Near or on a curve or crest;
- × Near or on a bridge;
- × Near or on a railway crossing or tunnel;
- × When clear vision is restricted;
- × Through road work areas.

Do not indicate or signal to encourage other road users to overtake or pass. This

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action is against the law and may cause you to be responsible should an incident occur.

2.8. Road Hazards

During most journeys that you take, there will be hazards on and near roadways. Always be alert for these hazards and make your adjustments as necessary.

Examples of hazards are:

- × Rough/slippery surfaces;
- × Narrow or winding roads;
- × Low wires or awnings;
- × Low bridges, tunnels etc;
- × Crossings, rail/people;
- × Animals;
- × Underpasses and trees.

Be aware that your vehicle itself may become a road hazard when it is parked on a roadway, broken down or otherwise. In this circumstance, use portable warning signals, placing them 50-150 metres in front of and behind the vehicle, as well as at the side.

2.9. Parking

Avoid parking on or within one metre of the roadway. If this is not possible, make sure that you use the portable warning signs referred to above.

Always park your vehicle in a safe position. Make sure it can be seen and that it is as far away from the moving traffic as possible. If in doubt leave your hazard lights on!

2.10. Reversing

Try to avoid reversing whenever possible. If you cannot avoid it, use extreme caution.

If you need to reverse:

- ✓ Get out of your vehicle and check the rear surrounding area;
- ✓ Check clearances at sides, top and bottom;

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- ✓ Constantly monitor mirrors for pedestrians or other traffic when reversing.

3. TIMES OF OPERATION

This Transport Code of Conduct is applicable **24 hours** per day, 7 days per week.

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