



Driver Code of Conduct for Drivers and Owner Drivers

This Driver Code of Conduct applies to all Easy Logistics personnel and any other person conducting business on our behalf, whether a direct employee of Easy 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 Easy Logistics or operate any service to the Company, your behaviour on the road reflects upon the community reputation of Easy Logistics, our Clients, 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 “noncompliance” or “disciplinary action” if the offender is either an employee or contractor of Easy Logistics.

Disciplinary action may result in the suspension or cancellation of a service contract or arrangement with this 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 or 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 act of violence towards any person whatsoever, whether an employee of Easy Logistics or otherwise;
- Are charged and found guilty of a serious offence causing and 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, van 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 notify your Manager/Supervisor immediately.

1.5. Vehicle Minimum Maintenance and Operating Condition

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

1.6. Occupational Health and Safety

The health and safety of all people employed by (or working for) Easy Logistics, and those visiting our sites, is of the utmost importance. As an employee of Easy Logistics, or supplier or contractor to Easy 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 and safety to your supervisor;
- Correctly use any information, training, personal protectives equipment and safety devices provided;
- Not intentionally misuse or recklessly interfere with anything that has been provided for health and safety reasons.
- Only do tasks for which you have authorisation and/or the necessary training and for which all the necessary safety arrangements are in place.

I have read and understood the Easy Logistics Code of Conduct above*

If applicable, all members of my organisation have read and understood the Easy Logistics Code of Conduct above*

Signature: _____

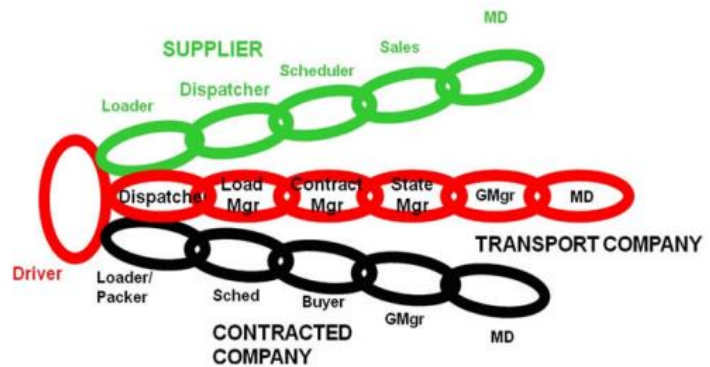


Name: _____

Date: _____

CHAIN OF RESPONSIBILITY POLICY

Easy Logistics Pty Ltd are committed to providing quality work to all customers. In providing this service, we are also committed to ensuring health, safety and welfare of all employees, contractors and the general public. This “Chain of Responsibility” (CoR) policy is reflective of this commitment.



The Chain of Responsibility, namely, Mass Vehicle Load Management, Load Restraint and Driver Fatigue Management will be clearly addressed by all participants within our freight/transport chain. Our transport chain includes, but not restricted to, consignors, loaders, drivers, subcontracted drivers, other transport companies and freight receivers. Easy Logistics will ensure that all goods carried on our behalf will comply with all State and Territory regulations, laws and codes of practice.

CUSTOMERS RESPONSIBILITY

While Easy Logistics will undertake to ensure our compliance to the Chain of Responsibility laws, we also seek commitment from our customers, that, they too are complying with the relevant laws.

Easy Logistics Responsibilities

Easy Logistics approach to compliance in Chain of Responsibility has been to develop a standard set of Operating Procedures which incorporate the following practices into our daily activity, principally:

- Vehicles are loaded in a safe and roadworthy manner at all times



- The loaded vehicles comply with all State and Territory regulations in relation to size and mass limits
- All vehicles/loads are appropriately secured and restrained in accordance with Load Restraint Guidelines
- All drivers are fit for duty and are not under the influence of drugs or alcohol

Easy Logistics's approach is to establish in partnership with our Customers and Contractors, a low risk management strategy to ensure all reasonable steps are taken to ensure compliance with the Chain of Responsibility. This strategy will afford our Customer's the greatest degree of safety during transit and protection from any non-compliance liability.

- I have read and understood the Easy Logistics COR (Chain of Responsibility) Policy above*
- If applicable, all members of my organisation have read and understood the Easy Logistics COR (Chain of Responsibility) Policy above*

OCCUPATIONAL HEALTH AND SAFETY

Workplace Health & Safety Policy

INTRODUCTION

Easy Logistics Pty Ltd recognises the need for each of its employees and contractors to be provided with a safe and healthy work environment. It is therefore company policy to make every reasonable effort to meet the needs of accident prevention, injury protection, and the promotion of health, safety and welfare of all employees/contractors.

OBJECTIVES

- To provide facilities designed to minimise risk and develop safe working practices to ensure that the risks to personnel are minimised.
- To minimise any adverse impact of its activities to all employees, contractors and the public.
- That safety systems are in place before any operation is carried out and that if safety was compromised, operations are to be suspended.
- To regularly audit and continually improve occupational health and safety standards and procedures.
- To employ and engage competent, adequately trained personnel.



- To have all personnel recognise their responsibility and identify and eliminate hazards and to prevent injury to themselves and others.
- To promote a proactive approach to health and safety and to encourage personnel to participate in the development of Occupational Health and Safety programmes.
- To provide adequate levels of health care and rehabilitation for all personnel.
- To share occupational health and safety experience with all personnel and relevant external organisations and suppliers.
- That its contractors and third parties clearly understand and adhere to occupational health and safety standards and, where necessary, assist in achieving this

OCCUPATIONAL HEALTH AND SAFETY POLICY

Easy Logistics is committed to providing a safe and healthy work environment for all staff and contractors. This will best be achieved by following occupational health and safety procedures, which are monitored, reviewed, implemented and audited to achieve best practice.

Easy Logistics commitment to occupational health and safety for its employees and subcontractors is as important as the Company's commitment to outstanding service to customers.

There can be no compromise with occupational health and safety. The Company undertakes to regularly review this policy to take into account any changes in legislation.

DIRECTORS AND MANAGEMENT

The Directors and Management of Easy Logistics recognise their responsibility for providing the safest possible working conditions for all employees and sub-contractors.

The Directors and Management also commit to undertake the following:

- Comply with the requirements of Statutory Authorities in the manner of Occupational Health and Safety.
- Establish and support infrastructure, which will enable a co-operative effort by management and personnel for the prevention/reduction of workplace accidents and injuries.
- Provide effective training and instruction for all employees and sub-contractors to enable them to perform required tasks competently and safely.

OPERATIONS & FLEET MANAGERS



Operations and Fleet Managers will commit to undertake the following:

- Be responsible for safety, health and working conditions of employees under their control
- Report any hazards identified and initiate corrective action where appropriate

EMPLOYEES

All employees are required to comply with occupational health and safety policies, programmes, safe work procedures and practices to ensure their own health and safety and that of others.

Each employee may take action within their competence and responsibility to report or make recommendations as is necessary to avoid, eliminate or minimize hazards in regard to working conditions, work methods or work procedures.

All employees commit to undertake the following:

- Expected to co-operate willingly in the objective of making a safe and healthy workplace.
- Required to observe and practice safe work methods.
- To ensure that where safety equipment is provided, it is at all time used correctly.
- To report any unsafe work conditions to management.
- To co-operate in reasonable workplace changes designed to assist in rehabilitation of fellow workers.

CONTRACTORS AND SUB-CONTRACTORS

All contractors and sub-contractors engaged to perform work on behalf of Easy Logistics are required as part of their contract or agreement, to comply with the occupational health and safety policies, and safe work procedures. Failure to comply or observe a directive will be a breach of agreement and sufficient grounds for termination of the contract or agreement.

REVIEW

This policy will be reviewed when required by changes to legislation, or when company operations require it. If at any stage the above policy is altered, all personnel will be consulted and notified in writing of the applicable changes.

REHABILITATION POLICY

Every endeavour is made to provide employees with a safe and healthy working environment.

DRUG AND ALCOHOL POLICY AIM



It is recognised that the inappropriate use of drugs and alcohol by employees, contractors and sub-contractors can lead to major deficiencies in an individual's work performance and is a contributing factor in industrial accidents and road fatalities. The aim of this policy is to eliminate hazards associated with drivers effected by drugs or alcohol whilst working on behalf of Easy Logistics.

PROCEDURE

Easy Logistics regards an individual's dependence on alcohol or other drugs as a potentially treatable condition and as such, allowances for treatment will be made as is for any other illness.

- Drivers who feel they are developing or already have a problem with drug or alcohol dependence, are encouraged to report their concerns to management for referral to appropriate treatment. These discussions will remain confidential at all times.
- Where management detects a deterioration of a driver's performance it should be remembered that there may be medical a reason for this. Following a driver interview with regard to performance, a driver may ask to seek medical advice.
- The decision to undertake treatment is the responsibility of the individual concerned
- Where a driver refuses to accept assistance where drug and alcohol abuse is proven and the driver experiences a subsequent recurrence of such abuse whilst in employ/engagement, this will result in termination of contract.
- The drug and alcohol policy does not exist to protect or exempt drivers from statutory or legal requirement, these apply regardless.
- Any employee or sub-contractor that presents for work under the influence of drugs or alcohol will be subject to disciplinary action.

Safe Lifting Technique

This lifting technique should always be used to prevent back and knee injury.





- I have read and understood the Easy Logistics Workplace Health & Safety Policy*
- If applicable, all members of my organisation have read and understood the Easy Logistics Workplace Health & Safety Policy*
- I accept that it is part of my responsibility to support Easy Logistics infrastructure which will enable a co-operative effort by management and personnel for the prevention/reduction of workplace accidents and injuries?*
- I understand that these policies will be reviewed when required by changes to legislation, or when company operations require it, meaning I and if applicable, all the members of my organisation will be consulted and required to understand the changes.

Fatigue Driving Hours Chart



Time	Work	Rest
In any period of.....	A driver must not work for more than a maximum of.....	And must have the rest of that period off work with at least a minimum rest break of...
6 1/4 hours	6 hours work time	15 continuous minutes rest time
9 hours	8 1/2 hours work time	30 minutes rest time in blocks of 15 continuous minutes
12 hours	11 hours work time	60 minutes rest time in blocks of 15 continuous minutes
24 hours	14 hours work time	7 continuous hours stationary rest time*
7 days	36 hours long/might work time**	No limit has been set
14 days	144 hours work time	24 continuous hours stationary rest time taken after no more than 84 hours stationary rest time and 2x night rest breaks* and 2 x night rest breaks taken on consecutive days

- I have read and understood the fatigue driving hours chart above.*
- I promise that I and my organisation will monitor and enforce these driving hours with all drivers and commit to inspecting log books and run sheets regularly.*
- I am aware of the legislation requirements for speed compliance, incorporating the maximum speed limit of 100 km/ph.
- I agree that there will no encouragement, pressure or incentive for my drivers to be placed in a position where there is a want or need to travel with excess speed.*
- I accept that Easy Logistics has the right to request an RMS driving record and National Police check from each driver every 6 months to monitor and assess compliance.*
- If applicable, I promise to pay my drivers correctly and in accordance with the award and industry standard.*
- I am a representative of this company with authorisation to complete this form.*
- I agree to the Easy Logistics Terms of Service*