

Driving Test Pro-Driving Instructor Code of Conduct

1. Scope

This code applies to all driving instructors (referred to as "you/Driving Instructor") utilizing the Driving Test Pro (ABN 26 352 124 977) (Driving Test Pro) booking platform (Platform). It governs your conduct on the Platform and all interactions with learner drivers (Learners) sourced through it. By using the Platform, you agree to adhere to the terms outlined in this code.

2. Breach of Policy

Any violation of this policy may result in Driving Test Pro, at its sole discretion, prohibiting a Driving Instructor from further use of the Platform.

3. Purpose

This policy sets forth Driving Test Pro's conduct standards for Driving Instructors using the Platform. Its aim is to uphold Driving Test Pro's mission of facilitating the booking of competent, professional, and safe Driving Instructors for Learners.

4. Compliance with Laws

Driving Instructors must comply with all relevant Australian laws and the laws of the state(s) in which they operate. This includes maintaining valid driver's

licenses, driving instructor's licenses, working with children checks, national police criminal history checks, and any other required accreditations. Additionally, Driving Instructors must adhere to all traffic laws, regulations, and guidelines. It is their sole responsibility to ensure that their vehicle is fully registered, roadworthy, compliant, and safe at all times.

5. General Conduct

While using the Platform, Driving Instructors must conduct themselves courteously and professionally with all individuals, including Learners, prospective Learners, Driving Test Pro staff, and others. They must provide the full service booked by a Learner, giving their undivided attention during the specified period. In case a booking cannot be completed due to unforeseen circumstances, the Driving Instructor must promptly inform all affected Learners, offer options for rescheduling, and notify Driving Test Pro. Payment cannot be claimed until after the completion of a booking. Driving Instructors must deliver competent driving instruction, lead by example in driving behaviour, refrain from engaging in unacceptable conduct or behaviour, and not allow distractions during instruction. Third parties should not be present during driving instruction unless consent is obtained in advance. Moreover, Driving Instructors must not request or accept additional payments beyond what is agreed upon through the Platform and must not misrepresent themselves as Driving Test Pro employees, representatives, or agents.

6. Discrimination

Discrimination based on protected attributes is unlawful. Driving Instructors must not discriminate against any person. Examples include direct discrimination, segregation, and imposing unreasonable requirements or conditions. Protected attributes include age, disability, sexuality, race, sex, and transgender status, among others. Discrimination against an individual because of their association with someone falling into these categories is also prohibited.

7. Harassment

Driving Instructors must avoid any conduct that constitutes harassment, including sexual harassment, while using the Platform. Harassment encompasses behaviour that poses a risk to another person's health and safety, such as threats, violence, or public humiliation. Sexual harassment involves unwelcome sexual advances, requests, or conduct of a sexual nature that could reasonably be anticipated to offend, humiliate, or intimidate another person.

8. Work Health and Safety

Driving Instructors are obligated to comply with all applicable work health and safety laws in Australia and the relevant states. They must ensure the safety of themselves and any third parties present in their workplace (i.e., their vehicle) and take reasonable steps to manage associated risks.

9. Social Media Usage

Users of the Driving Test Pro platform must refrain from actions on social media or the platform that could bring Driving Test Pro into disrepute. Additionally, if physical contact is required during driving instruction, express consent must be obtained from the student first.

10. Events of Termination

Driving Test Pro retains the right to restrict, suspend, or terminate a Driving Instructor's registration under various circumstances, including breaches of the agreement, failure to rectify obligations, and expiration of required documentation. Driving Instructors also have the option to terminate the agreement by deregistering their account on the Driving Test Pro website, with

the understanding that their data will be retained by Driving Test Pro unless explicitly requested for deletion.

This code of conduct is in accordance with Australian laws and Driving Test Pro's policies. Any violations may result in disciplinary action, including termination of access to the Platform.

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