



CANTERBURY RAILWAY SOCIETY INC.
P.O. BOX 13-039, CHRISTCHURCH, NEW ZEALAND.

Operations Group Society Procedure

Ferrymead Railway

Subject: Code of Conduct Policy

CSP-102

Date Effective: 1/3/2015 Review Date: 1/3/2020		Approved By: Nigel Hogg General Manager	
Issue Number	Prepared (P) Reviewed (R) Amended (A) By:	Confirmed By: Technical Committee	On(Date)
0 Original	R. Tucker (P)	Rules and Regulations Committee	18/3/2008
<u>1</u>	R. Tucker (R)	Rules and Regulations Committee	1/3/2015

This is issued as a Controlled Document

The holder of this document is responsible for maintaining it in an up to date condition. Any out of date or superseded pages **MUST** be destroyed.

Managers Responsibility: Managers of the work groups which use this document are responsible for ensuring that only current issues are used by the work groups

This Document superseded C.R.S. Society Procedure : 0 dated 18/3/2008

CONTENTS	PAGE
1. DEFINITIONS	2
2. SCOPE	3
3. SAFETY AND THE ENVIRONMENT	3
4. RESPECT OF OTHERS	4
5. RESPECT FOR THE RAILWAY	4
6. PERFORMANCE AND BEHAVIOUR FEEDBACK	5
7. ISSUE RESOLUTION	5
8. ADHERENCE TO THIS CODE	5

1. DEFINITIONS:

The following are definitions used within this document: -

- Society—The Canterbury Railway Society.
- CRS—The Canterbury Railway Society.
- Railway—The Ferrymead Railway
- Executive—The Executive Committee of the CRS.
- HOD—Heads of Departments of the CRS.
- GM—General Manager of the CRS.

2. SCOPE:

This **Code of Conduct** has been developed to support the members of the Canterbury Railway Society in dealing with each other and with members of the public. It applies to all people of the Society and forms part of the induction of new members.

This **Code of Conduct** is a statement of the way we behave as members of the C.R.S. It guides the way we respect and treat each other and guides our decision-making processes. It communicates the expectations and values of the Society, so that all people are aware of these.

This **Code of Conduct** reflects the values of the past, guides an ever emerging future and seeks ways to continuously improve in all we do. It explains the commitment of those already involved and provides guidance to those new to the C.R.S.

This **Code of Conduct** is to be used in conjunction with other relevant Society Policies that may exist or be developed in the future.

If you have any questions with regard to this **Code of Conduct** or its application within the Society, please discuss these with the Executive. Alternatively, members may write to the Society Secretary.

3. SAFETY AND THE ENVIRONMENT:

- 3.1 Safety in all operations of the Railway is a priority. Occupational Health and Safety procedures are to be followed at all times, with specific emphasis on the safety of each other and the public.
- 3.2 Awareness of the safety of yourself and others is important at all times and communication of any concerns about safety matters must be notified to the relevant person (e.g. HOD Supervisor) immediately.
- 3.3 Care for the environment in all operations of the Railway is a priority. Concerns of any matters related to the environment must be notified to the relevant person immediately.
- 3.4 Prohibited substances, such as drugs are not tolerated by the Railway. Awareness of their presence on Railway property will be immediately reported to Police.
- 3.5 Members under the influence of prohibited substances, drugs (including prescription drugs) and / or alcohol will, as a safety consideration, be removed from duty immediately.
- 3.6 Firearms or weapons of any sort are prohibited on Railway premises

4. RESPECT FOR OTHERS:

- 4.1 Respect for the individual person is essential in all communications (verbal or written) between members. It forms the basis of all decision making processes and involves the use of courtesy, sensitivity and consideration.
- 4.2 Respect for all individuals, including members and the public includes no discrimination or harassment on the grounds of sex, marital status, race, religion, culture, age, disability, political or religious beliefs, family responsibilities, pregnancy, breast feeding, sexual orientation, gender identity or physical features. Harassment is any repeated behaviour that is unwanted or unwelcome by an individual, whether the intention was accidental or deliberate.
- 4.3 Members will be sensitive and respectful to members of the public from other cultures or with disabilities.
- 4.4 Members shall seek to support each other. Any necessary criticism should be as constructive and positive as possible and levelled in such a way that offence is not taken and a positive outcome is maintained.

5. RESPECT FOR THE RAILWAY:

- 5.1 Members are expected to be aligned with the purpose and objectives of the Railway.
- 5.2 Members are expected to honour confidentiality, as regards trade secrets, operations, processes, financial information, personnel information and other information provided to them related to the Railway, with this information of a type that is not available in the public domain.
- 5.3 Members are expected to carry out activities as directed by their team leader or supervisor or another Railway appointed manager.
- 5.4 Members are expected to respect the property of the Railway, including fixed and portable equipment. Removal of any equipment from the Railway without appropriate approval will be considered theft and will be dealt with as such.
- 5.5 Members are expected to declare any conflict of interests with the Railway (whether actual, potential or perceived) and to avoid situations where such conflict of interests may occur.
- 5.6 Fraudulent or corrupt behaviour in any operations is not tolerated and should be referred to the appropriate manager for immediate action.

- 5.7 Only members with approval to make media comment from the Executive will be considered as representing the Railway. All other personal are encouraged not to comment to the media. (See also CSP-101 Policy Relating to CRS members Dealing with Outside Organisations).
- 5.8 Wearing of appropriate, neat and clean uniform or dress when working on the Railway is expected. All members are expected to represent the Railway well by being well groomed and professional in appearance.

6. PERFORMANCE AND BEHAVIOUR FEEDBACK:

- 6.1 Members shall be provided feedback on a regular basis on matters relating to performance and behaviours that impact the Railway. This feedback will be provided by the appropriate person (e.g. HOD Supervisor) in a constructive manner and is aimed at helping members to amend their behaviour to align with the requirements of the Railway.
- 6.2 Particular feedback shall be provided if there are concerns about over-commitment of any individual that could lead to future health issues.
- 6.3 In situations of unsatisfactory performance or behaviour, the processes of counselling and/or warnings as per the Railway's Disciplinary Procedure will occur.

7. ISSUE RESOLUTION:

- 7.1 Members are encouraged to raise concerns and have their issues dealt with in a fair, objective and confidential manner without prejudice.
- 7.2 Issues should be raised directly with the relevant HOD Supervisor in the first instance or, if preferred, the GM of the Railway or President.

8. ADHERENCE TO THIS CODE:

- 8.1 This is a binding **Code of Conduct** and members are required to familiarise themselves with and to act in accordance with this **Code of Conduct**.
- 8.2 Any member that is unsure of the appropriate action to take in a particular situation should seek the advice of their relevant HOD Supervisor or manager.
- 8.3 Members are to be aware that failure to behave in the ways prescribed in this **Code of Conduct** may lead to action under the relevant process.