

New England Electric Railway Historical Society

POLICIES AND PROCEDURES

**Classification
Membership**

**Number
5.19**

SUBJECT: Code of Conduct

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Issue Date: March 31, 2001

Revision Date: July 14, 2012

Revision: D-Draft

1.0 PURPOSE:

The purpose of this code of conduct is to ensure that the New England Electric Railway Historical Society, and its subsidiary, the Seashore Trolley Museum, and any other subsidiary, carries out its missions both safely and productively in an atmosphere of consensus and cooperation, and that the experiences of members as volunteers or employees, and of employees are enjoyable. This Code is intended to define generally-accepted behavior for both members and employees.

2.0 DEFINITIONS:

For the purposes of definition, the term "New England Electric Railway Historical Society," "Seashore Trolley Museum," "Society," and "Museum" shall be construed as one and without distinction as one to another.

For the purposes of definition, the term "member" refers to any person or individual to whom a membership card has been issued, without distinction or regard to the annual amount of dues paid or whether or not said individual is qualified to vote in the affairs of the society.

For the purposes of definition, the term "employee" refers to any person or individual that is employed by the Society in any capacity, without distinction or regard to level of compensation or to position held. Employees may or may not be Society members.

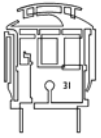
For the purposes of definition, the term "President" refers to the President of the New England Electric Railway Historical Society, or his/her designee for member relations, personnel issues and disciplinary actions. Such designee may be a person(s) or a duly established committee.

For the purposes of definition, the term "Board" refers to the Board of Trustees of the New England Electric Railway Historical Society.

For the purposes of definition, the term "By-Laws" refers to the most-recent and currently-prevailing version of the By-Laws of the New England Electric Railway Historical Society.

3.0 POLICY:

Members and employees shall treat other members, employees, Museum visitors, vendors and contractors, public officials, and neighbors to the Museum with courtesy and good will at all times. At all times, members and employees shall put group harmony and productivity ahead of their personal ambitions and interests. The level of contributions, amount of work performed, and/or technical or other skills do not give any member or employee a license to mistreat, slander, or be disrespectful of others.



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All members and employees are welcome to participate in Museum activities. Any member wishing to contribute his/her time and talent shall be encouraged. Members and employees shall not denigrate the contributions of any other member or employee, no matter how small.

Physical abuse, violence, intimidation, or harassment against visitors, other members, officers, employees or vendors shall be grounds for revocation of membership. Harassment or discrimination on the basis of race, sex, national origin, disability, religion, or sexual orientation by any member or employee will not be tolerated.

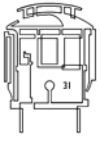
Personal disputes between members and/or employees shall have no place on Society property or at Society functions. Disputes between members and/or employees with respect to Society policies, Society operations, and Society activities shall be referred first to a responsible Society official or Museum officer. Failing a satisfactory resolution, a complaint can be duly filed with a person(s) or body appointed by the President, or by the Board if special circumstances dictate, for mediation, resolution, or sanction[s]. Within the Society itself, the Board shall be the ultimate arbiter of all disputes.

The possession and use of controlled substances anywhere on Society property, or at Society functions located on or off property, is prohibited.

The consumption of alcoholic beverages anywhere on Society property is prohibited, except as follows:

- Individuals may possess and consume alcoholic beverages at specific events or functions approved by the Board of Trustees in accordance with the policies of the Society, but only to the extent such beverages are provided lawfully by the entity sponsoring the event or function.

Operation on Society property of any vehicle or machinery, regardless of ownership, while under the influence of alcohol or a controlled substance is strictly prohibited. For the purposes of Society policies, with respect to vehicles or machinery owned by or in the possession of the Society, an individual shall be deemed "under the influence" if that individual has consumed any alcohol or controlled substance within the 8 hour period prior to first operating that vehicle or machinery and the prohibition shall apply whether on Society property or elsewhere. With respect to any other vehicle or machinery, an individual shall be deemed "under the influence" if that individual has consumed any alcohol or controlled substance within the 8 hour period prior to first operating that vehicle or machinery, and that individual is behaving abnormally, erratically, or in a manner tending to endanger individuals or property in the vicinity of the vehicle or machinery.



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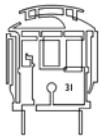
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| An individual's use or consumption of alcoholic beverages on Society property shall be absolutely prohibited if that individual's behavior is unruly, disruptive, annoying, harassing to others, dangerous to individuals or property, or otherwise in violation of this policy.

B | The possession or use of firearms on Society property or at Society functions is prohibited.



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4.0 AUTHORITY:

Any and all work at the Museum is under the supervision of the President and appointed officials. Members are encouraged to suggest work activities, but their volunteer efforts should be confined to approved projects. Consensus on projects and the sustained coordination of work activities is essential to the Society's success.

Members and employees who hold supervisory or officer status have a special responsibility to avoid words, deeds, and actions that are arrogant, insensitive or capricious. They should set an example of good conduct for others to follow.

Only persons designated by the Board may represent the Society. Financial commitments are to be made only by duly-authorized Society officers. Any member or employee who attempts or makes an unauthorized expenditure shall be personally and fully responsible for said expense.

5.0 TREATMENT OF SOCIETY PROPERTY:

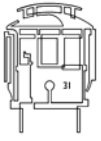
The members of the Society are trustees of Society property. Such property must be treated with care. Unless authorized by a duly-authorized Society official, no member, Museum visitor, vendor, contractor, or employee shall damage or dispose of any Society property.

All Society property is under the sole jurisdiction of the Board. No member, employee, or any other person may unilaterally dictate how it is to be used. This includes members, employees, or other persons who may have invested or contributed time, money, services, or materials toward the procurement, conservation, restoration, or operation of a piece of equipment or property. The contribution of time, money, services, or materials to the Society conveys ownership of that property to the Society, and not to the contributor.

Society property shall not be appropriated for personal use or exclusive custody. Any Society property in the hands and care of members or employees must be authorized by a duly-authorized officer and shall be documented in writing.

Members, employees, or any other persons shall not use Society property for any personal or private use or purpose, including, but not limited to, storage of privately-owned equipment such as motor vehicles, trailers, or campers, and personal possessions such as household goods, parts, supplies, junk, and scrap.

Theft, intentional damage, or threats [written or uttered] to damage Society property, violence against visitors, other members, officers, employees, and/or vendors shall be grounds for revocation of membership in the case of a member, or for termination in the case of an employee, or both if applicable.



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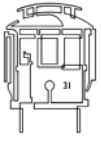
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6.0 DISCIPLINARY ACTION PROCEDURE:

Corrective action is progressive and the following is the order in which steps of disciplinary action for members will normally occur. It should be recognized that one or more of these steps may be omitted, according to the circumstances of each individual case. Disciplinary actions for employees shall be as stated in the then-current and approved version of the Employee Handbook or Organization Manual.

1. **Informal Discussion:** Every attempt will be made to resolve problems through informal discussion before proceeding to stronger disciplinary action. A written record of this informal discussion shall be made and maintained.
2. **Written Warning:** This action involves a discussion between the President and the member regarding an infraction of a rule or policy, or this code of conduct, with an emphasis on correcting the behavior. During this discussion, the length of time allowed for the member to improve shall be specified. The member should be certain that he/she understands the reason(s) for the warning, the expectations for improvement, and the terms for avoidance of further actions. This warning shall be presented in writing and the member will be asked to sign and date the document indicating that he/she has seen and understands the document. This signature does not indicate agreement with the statements in the document. The document shall also be signed and dated by the President. If the member refuses to sign the document, the President shall enter the words "Member Refused to Sign" to the document with his/her own signature and date.
3. **Disciplinary Probation:** If both informal discussion and formal warning fail to correct the problem(s) or resolve the dispute, the member or employee then may be placed on probation. The onset and duration of the probation shall be determined by the President based on the particular circumstances. It may occur after one or more formal written warnings, or simultaneous with a warning.
4. **Discretionary Suspension:** For the welfare and good of the Society, and of the member, suspension may sometimes be required. Suspension includes the suspension of membership privileges, except for the normal receipt of membership materials and publications due all members, and exclusion from Society property, facilities, and activities. Although Article VI, Section 3 of the By-Laws requires that members may be suspended by action of the Board of Trustees, this authority hereby is subordinated to the President per this policy. A suspension may be revoked at any time by the President for good cause.

A suspension allows the opportunity to review the circumstances of the case and to hold discussions with all parties involved before further action is taken. Depending upon the outcome of the review process, all or part of the suspension may be revoked.



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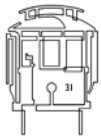
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5. ***Automatic Suspensions - Under the Influence:*** The President shall suspend for a period not to exceed ten (10) days any member of the Society who is under the influence of alcohol, a drug, or any other substance such event that the member's safety and/or that of others cannot be assured.
6. ***Automatic Suspensions - Battery or Mayhem:*** The President shall suspend for a period not to exceed thirty (30) days, any member of the Society who either, (a) engages in conduct which, if allowed to continue, would construe an immediate threat of bodily injury to persons or to the immediate damage to, or the destruction of, Society property, or (b) in fact commits such bodily injury or mayhem to persons or damage to or destruction of Society property.
7. ***Termination of Membership:*** Members may be expelled from the Society by final action of the Board following the unsatisfactory outcome of a warning, probationary period, or suspension. A thirty (30) day suspension may constitute notice of dismissal. However, the member loses this right if dismissed for an unprofessional act, theft, destruction of Society property, or any other just cause.

Warnings, probations, and suspensions, along with references to any prior verbal or written counseling, shall be documented by the President. This documentation shall specify the member's alleged deficiency, time frame for expected improvement, and those actions that will ensue if the member does not correct the problem. The member is required to sign any such documentation indicating that he/she has seen and understood it. Said signature does not indicate agreement with the statements in the document. The document shall also be signed and dated by the President.

If the member refuses to sign the document, the President shall enter the words "Member Refused to Sign" to the document along with his/her own signature and date. All such documentation regarding the discipline of members shall be maintained in a secure file, with the same level of security and access as Society personnel files.

All warnings, probations, suspensions, and sanctions may be appealed to the Board.



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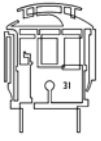
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Issue and Revision Record

Revision	Description	Prepared By	Approved By	Action Item	Date
- - -	Initial release	J.N. Sisson Dr.C.F.Warren	Board of Trustees	2001-06	03-31-2001
A	Changed the last paragraph in Section 3.0 which read: "The possession or use of firearms on Society property or at Society functions is prohibited."	Unknown	Board of Trustees	2002-08	04-20-2002
B	Changed the last paragraph in Section 3.0 which read: "Firearms, meaning guns of any type, shall not be brandished nor shall they be left unattended unless safely secured, unloaded, and out of sight on Society property or at Society functions." This change restores original wording	Unknown	Board of Trustees	2002-15	11-02-2002
C	Revised the alcohol policy in Section 3.0, which originally read: "The possession or use of alcoholic beverages anywhere on Society property is prohibited, except for the following: • inside the Men's Dormitory (a.k.a. Bunkhouse) or inside personal campers or trailers, and in which circumstances, shall be kept inside said locations, out of view of anyone on Society grounds, and, • at an event approved or sanctioned by the President or Board. Operation of a vehicle on Society property, whether such vehicle is Society owned or privately owned, under the influence of alcohol or controlled substances is strictly prohibited. The use of alcoholic beverages during hours the Museum is open to the public or is receiving guests or visitors at other times is prohibited."	Unknown	Board of Trustees	2002-18	12-14-2002
D	Changed name from "Members' Code of Conduct" to "Code of Conduct". Section 1. Revised last part of first sentence which originally read: "and that members' experiences as volunteers or employees are enjoyable." Deleted the following exception to the alcohol policy	J.N. Sisson			



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in Section 3.0:

- "Members or employees or their guests may possess alcoholic beverages for their personal use and consume such beverages provided that such usage is lawful and remains within the confines of designated residential areas (currently Men's Dormitory, personal campers and trailers) and out of view of other public areas of Society property. Notwithstanding the forgoing, any such consumption during hours the Museum is open to the public or receiving guests or visitors is prohibited and any such consumption by any employee during working hours is also prohibited."