

# **Railways To Yesterday, Inc.**

**Operators of the Rockhill Trolley Museum**

## **CODE OF CONDUCT**

*The Mission of Railways to Yesterday, Inc., a 501(c)(3) non-profit educational corporation, is to preserve the rich American heritage of the electric trolley car, particularly in the Commonwealth of Pennsylvania, and to educate current and future generations about this heritage primarily through an interactive living history experience at the Rockhill Trolley Museum.*

### **PURPOSE:**

The purpose of this document is to ensure Railways to Yesterday, Inc. carries out the mission of the museum in a productive, safe environment with cooperation and cohesiveness amongst members/volunteers to provide an enjoyable experience for everyone.

- Railways to Yesterday, Inc. is a membership-based, volunteer-run organization whose mission is to preserve the history and heritage of the electric trolley car in Pennsylvania and around the world.
- Railways to Yesterday, Inc. exists primarily due to the contributions of its members/volunteers, who are the organization's most valuable assets.
- Railways to Yesterday, Inc. promotes a culture of respect for each member/volunteer and his/her contribution, regardless of position held within the organization.

### **ADMINISTRATION:**

A membership file will be maintained in a secure location for all members/volunteers to include qualifications for operation of cars and other equipment, talents or skills of special value to the organization, and any disciplinary actions taken. Each member will be required to sign the Code of Conduct Volunteer Acknowledgement Form which will be placed in his/her membership file. Each member shall have the right to see his/her file and to petition the Board of Directors for the correction of any item in his/her membership file that he/she believes was entered in error.

## **POLICIES:**

**Members/volunteers will support the fundamental values of Railways to Yesterday, Inc. Members/volunteers will treat other members/volunteers, visitors, neighbors, and any other individuals interacting with the organization with respect and courtesy at all times. Personal interests and aspirations will always be secondary to the productivity and accord of the organization. Regardless of work performed, contributions made, and/or skills possessed, a member/volunteer does not have the right to slander, disrespect, and/or mistreat others or the organization. All members/volunteers are encouraged to participate in the organization's activities.**

**Violence, harassment, physical abuse, discrimination, and/or intimidation of any other member/ volunteer, visitor, neighbor, or other individual interacting with the organization is justification for termination of membership. Discrimination or harassment with regard to race, color, pregnancy, marital status, sexual orientation, gender, gender identity, age, national origin, political affiliation, religion, disability, or military status by any member/volunteer will not be tolerated. Railways to Yesterday, Inc. reserves the right to refer any individual accused of committing any of the above stated offenses for criminal investigation under federal and/or state law. Disputes of a personal nature between members/volunteers are not welcome and will not be tolerated at any time.**

**Smoking is only permitted in designated areas. Smoking is prohibited on all rolling stock and in enclosed structures on Railways to Yesterday, Inc. property.**

**Explosives, firearms, and/or other weapons are forbidden on Railways to Yesterday, Inc. property. Law enforcement officers acting in their official capacity are exempt from the firearms restriction.**

**Medications, whether non-prescription or prescription, and some medical conditions may result in alteration of judgment, lack of alertness, alteration in mood, and/or delayed response time. Members/volunteers who take medications must be aware of side effects, as this can affect the safe operation of rolling stock, machinery, and equipment. A physician should be consulted if there is any doubt about the suitability of any medication.**

**Possession of illegal substances/illicit drugs is a serious violation that may result in suspension or revocation of membership. Members/volunteers who wish to operate rolling stock, machinery, and/or equipment while on the property are prohibited from using alcohol, drugs, controlled substances, and/or intoxicants for at least 8 hours prior to operating, as it can adversely affect safe operations.**

### **RAILWAYS TO YESTERDAY, INC. PROPERTY:**

Members/volunteers must treat Railways to Yesterday, Inc. property with care. Unless authorized by the President or respective Department head, no member/volunteer, contractor, visitor, and/or vendor shall dispose of or damage any of the organization's property. Before placing any property in the care of a member/volunteer an authorization to that effect must be made by the President or appropriate department head and will be documented in writing.

Intentional damage or threats of damage (verbal or written) to, and/or theft of Railways to Yesterday, Inc. property, shall be grounds for termination of membership.

### **SUPERVISION:**

All work at Railways to Yesterday Inc. is supervised by the Respective department head, or activity chairperson. Members/volunteers are encouraged to make suggestions for possible projects/activities, but should not institute any changes until approved. Consensus and continued coordination on projects/activities is critical to the success of the organization.

Members/volunteers with specific roles, such as board members, department heads, and officers, are held to a higher standard to avoid actions, words, and/or deeds that may be deemed insensitive, erratic, unreliable, and/or arrogant.

Members/volunteers selected by the President, Board of Directors, or appropriate Department or committee Head are the only individuals who may represent the organization when deemed necessary. The President, Bookkeeper, Treasurer, Board of Directors, or a Department or Committee Head acting within his/her budget are the only entities who may authorize financial commitments. A member/volunteer who attempts to or makes unauthorized purchases will be held financially responsible for those purchases.

## **DISCIPLINARY ACTION:**

Members/volunteers may be suspended and/or terminated for serious offenses against the organization or for any action or communication that discredits the organization whether such actions or communications originate on organization-controlled property or platforms or on property or platforms external to the organization. Corrective actions will be progressive, and each offense will place the member/volunteer into the next disciplinary step.

If any damage arises from the carelessness of an individual, he or she may be assessed for the costs. If a member/volunteer is convicted in court for an offense against the organization, his/her membership will be immediately terminated pending a final determination by the Board of Directors unless the conviction is overturned, vacated, or annulled.

Any disciplinary actions taken will be recorded in the member's membership file.

When discipline is required, it will be progressive in nature and will be administered in the following progression:

### **1. Verbal Warning**

- This step involves discussion between the President or Chairman of the Board and the member/volunteer regarding a violation of a policy, rule, or code of conduct, with emphasis placed on correcting the behavior. A written record by the President or Chairman will be made and maintained.

### **2. Written Warning**

- This warning is presented to the member/volunteer in writing by the President or Chairman of the Board, and the member will be asked to sign and date the warning document. This indicates that the member/volunteer has reviewed and understood the document. This step involves discussion between the President or Chairman of the Board and the member/volunteer regarding a violation of a policy, rule, or code of conduct, with emphasis placed on educating the violator in correcting the behavior. The member/volunteer should acknowledge that they understand the reason(s) for the written warning and expectations for improvement. The document is also signed and dated by the President or Chairman. If a member/volunteer refuses to sign the document, it should be noted "The member refused to sign" on their signature line.

### **3. Initial Suspension – 14 days**

- For the welfare of the organization and members, suspension may result from ongoing violations. This will include revocation of all privileges, including admittance to the property, activities, and facilities. If the individual has any special permissions, such as administrative access, those permissions will also be revoked during the suspension. The member/volunteer will still receive regular membership publications and materials due to all members. The suspension allows an opportunity for review of the circumstances and to hold discussions with all individuals involved. The suspension will be issued by the President or Chairman of the Board.

### **4. Secondary Suspension – 30 days**

- For the welfare of the organization and members, a secondary suspension may result from ongoing violations. This will include revocation of any privileges, including admittance to the property, activities, and facilities. If the individual has any special permissions, such as administrative access, those permissions will be revoked during the suspension. The member/volunteer will still receive regular membership publications and materials due to all members. The suspension allows an opportunity for review of the circumstances and to hold discussions with all individuals involved. The suspension will be issued by the President or Chairman of the Board.

### **5. Termination**

- The member/volunteer may be terminated from the organization by the Board of Directors. This is the result of ongoing violations of the code of conduct of the organization, following a verbal warning, a written warning, a 14-day suspension, and a 30-day suspension. This termination will be effected in two stages. It will become effective immediately upon a joint written determination by the President and the Chairman of the Board for the period between the issuing of the termination notice and the immediately following Board meeting. It will become permanent immediately upon consideration and determination by the Board that termination is warranted for whatever period is determined by the action of the Board.

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## **VOLUNTEER ACKNOWLEDGEMENT FORM**

I, hereby acknowledge that I have received a copy of the Railways to Yesterday, Inc. Code of Conduct. I read the document, understand my responsibilities as a member/volunteer, and will abide by the provisions set forth therein.

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NAME (Printed)

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MEMBER NUMBER

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SIGNATURE

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DATE