



## FEATHER RIVER RAIL SOCIETY POLICY

# **BUSINESS ETHICS MEMBERS, OFFICERS, DIRECTORS, EMPLOYEES CONDUCT AND CONFLICTS OF INTEREST**

*Effective Date:* 05/01/04  
*Next Review Date:* 02/07/2020  
*Replaces:*

*Legal Review Date:*

### **Policy Statement**

It is FRRS's policy that all volunteers, employees and agents:

- conduct themselves in an honest and professional manner;
- perform their responsibilities for the benefit of the FRRS, its customers, and members, and
- avoid any real or apparent conflict between the FRRS's interests and their personal interests.

### **Overall Accountability**

The President is responsible for issuing, updating, and monitoring compliance with this policy.

### **Scope**

This policy applies to all Members, Officers, Board of Directors, employees and all subsidiaries.

### **Definitions**

**Agents** of the FRRS include any person or organization retained by the FRRS to undertake any work on behalf of itself or any subsidiaries.

**Assets** include cash, checks, notes, negotiable securities, real and personal property, and anything else of value.

**Gifts** include anything of value, including meals, entertainment, services, or benefits.

### **Implementation**

#### **1. Ethical and Honest Behavior**

(a) Each Volunteer Member(s), Officer(s), Director(s) or Employee(s) shall conduct his or her business activities in a truthful, ethical, and honest manner, in full compliance with all laws and regulations governing the FRRS operations and activities.

(b) Each Volunteer Member(s), Officer(s), Director(s) or Employee(s) must also advise the FRRS President and/or Board of Directors when other Volunteer Member(s), Officer(s), Director(s), Employee(s) or agents of the FRRS may not be conducting their activities in a truthful, ethical, and honest manner.

Volunteer Member(s), Officer(s), Director(s) or Employee(s) shall report unethical or dishonest activities to the officer responsible for the area in which such activities are believed to be occurring.

The officer responsible for the area in which unethical or dishonest activities may be occurring, in consultation with the President, will determine the appropriate method of investigation and initiates any necessary actions in accordance with the FRRS policies .

- (c) Each Officer(s) and the Board of Directors will ensure that appropriate procedures are implemented to ensure that FRRS assets are managed, accounted for, and safeguarded in an effective manner.

Each Officer(s) and the Board of Directors will also ensure that periodic meetings are held with all Volunteer Member(s), Officer(s), Board of Directors or Employee(s) to reinforce the importance of ethical and honest behavior and address any questions regarding the FRRS's expectations.

- (d) The Board of Directors approves standards and procedures for reporting and investigating unethical or dishonest activities.

## 2. **Volunteers, Members, Officers, Board of Directors and Employee Conduct**

- (a) Each Volunteer Member(s), Officer(s), Director(s) or Employee(s) performs his or her responsibilities in a competent, professional manner at all times, and refrains from any activity that is illegal, unethical, or would endanger the safety of others or the general public.

- Volunteer Member(s), Officer(s), Director(s) or Employee(s) may not consume alcoholic beverages, nor be under the influence, while working or engaged in FRRS business.

- Volunteer Member(s), Officer(s), Director(s) or Employee(s) may neither use, possess, sell, furnish, nor be under the influence of any narcotic, marijuana, drug, or other substance the possession of which is unlawful, while working or engaged in FRRS business.

- Volunteer Member(s), Officer(s), Director(s) or Employee(s) may not discriminate against, nor harass, other Volunteer Members, Officers, Directors or Employees or members of the public on the basis of race, color, religion, age, sex, national origin, physical or mental disability, medical condition, veteran status, ancestry, marital status, sexual orientation, or any other non-FRRS related factor.

- (b) Each Volunteer Member(s), Officer(s), Director(s) or Employee(s) maintains the confidentiality of proprietary and other confidential information acquired in the course of his or her work with the FRRS.

- (c) Investigations of alleged violations of the FRRS's standards of conduct are investigated by the following departments:

- (1) The Operations Department is responsible for investigating any alleged incidents that may have occurred under any form of operations of the railroad equipment, daily operation of any railroad equipment or the RAL program.

- (2) The Board of Directors is responsible for investigating any alleged fraud or falsification of FRRS documents; and

- (3) The President and the Board of Directors are responsible for investigating any other alleged violation of the FRRS's standards or procedures.

The investigating department provides the results of its investigation to the Board of Directors for any action that may be necessary and recommends appropriate disciplinary action based on an objective evaluation of the facts developed by the investigating department.

## 3. **Conflicts of Interest**

- (a) Each Volunteer Member(s), Officer(s), Director(s) or Employee(s) performs his or her responsibilities for the benefit of the FRRS, and avoids any activity, transaction, association, relationship, agreement, or situation that may have an adverse effect on his or her ability to serve the FRRS.

If a Volunteer Member(s), Officer(s), Director(s) or Employee(s) is uncertain as to whether a conflict of interest exists, it is the Volunteer Member(s), Officer(s), Director(s) or Employee(s) responsibility to

review the situation in question with his or her supervisor or the President.

- Volunteers, Members, Officers, Directors or Employees may not make, participate in making, or attempt to influence any FRRS decisions in which they or a member of their immediate family have a personal financial interest.
- Volunteers, Members, Officers, Directors or Employees may not accept gifts from, nor provide gifts to any individual or company doing business with, or seeking to do business with, FRRS, unless all of the following conditions are met:
  - (1) the gift is of nominal value;
  - (2) giving or receiving the gift is customary and gives no appearance of impropriety;
  - (3) giving or receiving the gift does not impose any sense of obligation on either the giver or the receiver;
  - (4) giving or receiving the gift does not result in any special or favored treatment;
  - (5) giving or receiving the gift cannot be viewed as extravagant, excessive, or too frequent in view of all the circumstances, including the ability of the recipient to reciprocate at FRRS expense; and
  - (6) the gift is given and received with no effort to conceal the full facts.

4. **Disciplinary Action, Suspension, and Termination of Volunteer Activities**

The Board of Directors approves standards and procedures for disciplining Volunteers, Member(s), Officer(s), Director(s) or Employee(s) who violate the FRRS's standards for business ethics, conduct, Code of Ethics or conflicts of interest.

## **References**

1. Policies and/or Procedures:
  - (a) Code of Ethics (Conflicts of Interest)
  - (b) Safety and Health Program
  - (c) Use and Protection of FRRS Information
  - (d) Operations Department Incident Reporting Procedures