

Irish Railway Record Society Code of Conduct

Members

Members of the Society shall:

- Support the objectives of the Society as set out in its constitution.
- Not do anything, whether by act or omission, which would damage the health, safety or welfare of any member of the Society or of any person on the Society's premises or participating in a Society activity.
- Not bully or harass any other member of the Society in the course of Society business or activities.
- Respect the Society's property.
- Not remove anything from the Society's premises without the prior express consent of a member of the Board and return it immediately when requested by a Board member to do so.
- Not seek to influence any action or decision of the Society for personal gain.
- Comply with all Society policies including but not limited to Health and Safety Policy, Data Protection Policy, CCTV Data Protection Policy and Premises Access Policy (including access to the premises by children) and with any Board decisions which are applicable to them. This includes a duty to do nothing (whether by act or omission) to frustrate or attempt to frustrate the implementation of a Society policy or Board decision and to comply with any direction given by a member of the Board or any other authorised person for the purpose of enforcing any Society policy or Board decision.
- While on the Society's premises or participating in a Society activity, comply with any direction given by a member of the Board or any other authorised person.
- Always seek the consent of the Archivist, Photographic Archivist or Librarian, as appropriate, before inviting any non-member visitor into the Society's Archives or Library and introduce them to the relevant Officer upon arrival irrespective of who subsequently looks after them.
- Not make any statement or publish any communication, whether orally, in writing or via electronic means (including email and social media), which could adversely affect the interests or reputation of the Society or of any member or which is defamatory of a member.
- Communicate with any other member in a respectful way and never make derogatory comments about them. This does not prevent robust dialogue provided it is respectful of the other participants. This provision applies to all communications whether oral, in writing or via electronic means (including email and social media).
- Not represent or purport to represent the Society in any capacity unless authorised in writing by the Board to do so. This includes attendance at meetings or events, acquisition of any item or artefact and publication in any medium.
- Not represent or purport to represent any current railway or heritage railway operator while on Society premises or engaged in Society activities unless as an employee of that operator in the course of their duties or otherwise authorised by that

operator to do so. This includes wearing the uniform of the operator or a high visibility vest or any other item bearing the name and/or logo of that operator.

- Not disrupt any Society meeting or activity or engage in any behaviour which prevents or interferes with participation in such meeting or activity by any person.
- Respect the fact that members of the Board and other persons working on behalf of the Society do so in a voluntary capacity and therefore respect their privacy and never make unreasonable demands of them.
- Ensure that membership subscriptions and any other monies due to the Society are promptly paid.

Board Members

In addition to complying with the requirements applicable to members of the Society, members of the Board have fiduciary duties to the Society under section 228 of the Companies Act 2014. These duties can be summarised as follows:

- To act in good faith in what they consider to be the interests of the Society.
- To act honestly and responsibly in relation to the conduct of the Society's affairs.
- To act in accordance with the Society's constitution and exercise their powers only for the purposes allowed by law.
- Not to use the Society's property, information or opportunities for their own, or anyone else's, benefit unless expressly permitted by the Society's constitution or a resolution passed at a general meeting.
- To exercise independent judgement.
- To avoid any conflict of interest between their duties as Board members and their other interests (including personal interests) unless released from this duty by the Society's constitution or a resolution passed at a general meeting.
- To exercise reasonable care, skill and diligence.
- To have regard to the interests of members.

Members of the Board are also expected to:

- Ensure the confidentiality of Board discussions and communications.
- Ensure that they derive no financial benefit from their position as a Board member.
- Not participate in any discussion or decision where they have an actual or potential conflict of interest.
- Not seek to influence any action or decision of the Society for personal gain.
- Ensure that Society policies and Board decisions are implemented.

Sanctions for Breaches of the Code

The Board has powers to expel members under Article 7 of the Society's constitution and to suspend members under Article 10. A breach of any provision of this Code may constitute sufficient grounds for the Board to take action under these Articles.

Approved by the Board on 20 February 2020