



SECTION CARS
AUSTRALIA
CO-OPERATIVE LTD.

Code of Conduct

Section Cars Australia Co-operative Ltd

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Applies To:	All SCA rail safety workers, contractors, guests, and visitors.

Document Amendments

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1. Introduction

Section Cars Australia Cooperative Ltd (SCA) is an accredited rail operator based in Brisbane, Queensland, Australia. It is a not-for-profit heritage rail operator that is dedicated to the operation and restoration of heritage railway section cars on mainline rail networks.

For further information regarding SCA's scope of operations, refer to *1.2 Scope* of the Safety Management System. Definitions can be found in *1.3 Definitions*.

2. Purpose and Scope

The purpose of the code of conduct policy is to enable our Members to understand the values and behaviours that are expected in order to achieve SCA's vision, values, and purpose.

The SCA Executive is committed to this policy, and it is expected all Members demonstrate the values and behaviours in the policy, to enable all our Members and stakeholders how their actions contribute to SCA's brand, reputation, integrity, and social responsibility.

This policy is important as it outlines the behavioural expectations of Members and external stakeholders. SCA expects Members to conduct themselves in an ethical, professional, and honest manner in all that they do.

In addition, the SCA Executive will lead by example, manage any breaches, and ensure Members have access to this policy and communicate expectations.

This policy applies to all SCA Members and external contractors:

- Attending, participating in, or representing official SCA events, functions, or meetings, including operating train services and runs
- Wearing SCA branded clothing, lanyards, or ID cards, that show the SCA logo, including personal protective equipment
- Where they can be identified as an SCA member (including when towing a section car with a motor vehicle or using social media).

3. Code of Conduct

3.1 Safety

Members will perform their duties in a safe manner at all times. Operating safety is a condition of owning shares in the organisation.

Our Members will:

- Make sure all actions and behaviours are safe when undertaking rail safety work and ensure compliance with all rules, procedures, and legislation.
- Ensure compliance with the safety management system
- Hold necessary qualifications, licences, permits, or accreditation, if required, to use any resource
- Comply with all lawful directions given by rail safety workers with authority under the safety management system (i.e., Safeworking Officer)
- Comply with all rail infrastructure manager requirements, including RIM safety management systems and local security procedures, and
- Wear appropriate personal protective equipment according to requirements.

3.2 Fit-for-duty

Members will ensure that they are fit-for-duty and able to perform their role prior to starting, entering any rail corridor, on-call, or when representing SCA.

Members will ensure that they comply with all alcohol and other drug and fatigue management requirements.

Our Members will:

- Advise if they are unfit-for-duty
- Advise if they have a condition, medical condition, or medication that may affect their ability to undertake rail safety work in a safe and effective manner, and
- Advise if they know or suspect another member is not fit-for-duty.

3.3 Members of the public

Our Members will:

- Be helpful, courteous, respectful, and communicate appropriately to Members of the public
- Ensure that a member of the public remains in a safe position at all times, and don't endanger their own safety, and
- Handle any external person's property with respect and responsibility while in the care of SCA.

3.4 Punctuality

Members will ensure that they are punctual and reliable in attendance when undertaking rail safety work. This includes attendance and attention at all pre-start and post-trip briefings, as well as having appropriate resources and personal protective equipment available.

3.5 People

Our Members will:

- Treat other people fairly, courteous, and with respect
- Ensure that our operations are inclusive and free from harassment, sexual harassment, unlawful discrimination, violence, vilification, racial hatred, and victimisation
- Be appropriate in our relationships and recognise that others have the right to hold views that may differ from our own
- Be unbiased and objective when making decisions
- Ensure that personal behaviour does not reflect badly on SCA
- Only smoke in designated areas
- Maintain personal hygiene and a tidy, professional appearance.

3.6 Use resources appropriately

Members will ensure that SCA resources are used in an appropriate, safe, and ethical manner. Items will be secured against loss, vandalism, theft, and will be properly stored, maintained, and repaired.

3.7 Protect information

Our Members will:

- Make sure that all confidential information is kept confidential and only used for SCA purposes
- Comply with records management and privacy of personal information, and information record requirements in the safety management system, and other legislative requirements
- Ensure that approval is obtained from the SCA Executive before publishing official information or making a public comment, and
- Not store or transmit confidential information, including the safety management system, outside SCA without authority.

3.8 Conflict of interest

Our Members will advise the SCA Executive immediately of any private interests that are or may be, perceived to be in conflict with SCA.

3.9 Community and environment

Our Members will:

- Identify, assess, and manage environmental risks when planning and undertaking train services and activities
- Promptly report and take appropriate action to address environmental accidents, risks, and hazards, and
- Use resources efficiently and operate in consideration of the local community and environment.

4. Breaches of the Code of Conduct Policy

If any SCA member observes or has good cause to suspect that misconduct is occurring, or if this policy has been breached, they have a responsibility to report it in a timely manner.

Disclosure can be made to a Safeworking Officer, a member of the SCA Executive, or by emailing safety@sectioncars.com.au.

Anyone, who in good faith, makes a complaint or disclosure about an alleged breach of this policy, will not be disadvantaged or prejudiced in the making of such complaint or disclosure. All reports will be treated as confidential. Anonymity may not apply where disclosure leads to criminal proceedings.

Breaches of this policy will be treated in a serious matter and may have serious consequences. If any member has breached this policy, they may be subject to disciplinary action, up to and including membership termination (and share forfeiture).

Contractors and external people who breach this policy may have their contracts and association with SCA terminated.

