

San Luis Obispo Railroad Museum

Code of Conduct for Directors and Officers (Conflict of Interest Policy)

Adopted June 13, 2017

Amended (addition of #18 and #19) November 14, 2017

Specific responsibilities come with being an elected or appointed official of the San Luis Obispo Railroad Museum (SLORRM, or the Museum). SLORRM directors and officers will:

1. Act in the best interests of SLORRM as a whole. Put SLORRM's goals ahead of personal goals.
2. Work for the sustainable operations of SLORRM.
3. Be open to new ideas. Evaluate fully proposals for change before accepting or rejecting them.
4. Think broadly. Provide input based on personal knowledge, but base decisions on a wide perspective.
5. Represent the membership. Listen to evaluate their concerns. Discuss their concerns as appropriate with other directors and officials. Present potential significant responses to the Board for Board action.
6. Support the Board's decisions. Once an issue has been discussed and decided, support and defend it even if there is disagreement. Share in the credit and blame for the actions of the Board as a whole.
7. Accept responsibility. Be willing to do an appropriate share of the work.
8. Treat colleagues and members with respect. Keep discussions focused on the issues at hand, not the personalities of those who hold different opinions. Give credit to those with good ideas and contributions of all kinds.
9. Be careful in all communications, especially via electronic media. When communicating with members, avoid casual comments that may be misinterpreted. Do not pass along gossip or rumors.
10. If making an official comment, identify it as such. Official comments are to reflect SLORRM's adopted or approved positions, or a fair description of matters yet to be decided.
11. Communicate with third parties about SLORRM members only when required to fulfill official, assigned duties.
12. Not attempt to affect the private affairs of SLORRM's members, unless such private affairs adversely affect the operation or integrity of SLORRM.

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13. Not use SLORRM property or an affiliation with the Museum for personal benefit.
14. Use SLORRM's name only when engaged in official duties of the Museum, as when authorized by the Board to deal with other organizations, businesses, or individuals.
15. Inform the Board of Directors of any conflict of interest that the director, officer, or family members may have with any vendor, business association, or activity of SLORRM. This conflict includes, but is not limited to, a personal relationship, financial relationship, or an outside business relationship with any vendor, business association, or activity of SLORRM.
16. Recuse themselves from discussions and votes where there is a conflict of interest.
17. In contracting and purchasing that obligate SLORRM to expend funds, use the lowest cost source that is qualified and prepared to meet the criteria and specifications set by SLORRM for the product or service.
18. Through their own actions and supervision of staff and volunteers, maintain an environment at the Museum, and at Museum functions in other locations, which is respectful and collegial, avoiding personal statements on political, religious, or sexual matters that may be construed by members or guests as Museum issues or positions, or which would create an intimidating, hostile, or offensive work environment.
19. Provide a process for responding to allegations that this Code of Conduct is not being followed, or complaints that any Museum volunteer has spoken or behaved inappropriately, while at the Museum or while representing the Museum at another location. Allegations or complaints should be in writing, setting forth the date and time, location, source, and nature of the offense. They will be received by the President, or if the President is the subject of the allegation or complaint then by the Vice-president. The officer receiving the allegation or complaint will investigate to determine the facts of the case and will attempt to resolve the issue. Confidentiality of all parties will be respected to the extent possible while determining facts and reaching a resolution. Where particular expertise in managing interpersonal relations is needed, the officer receiving and attempting to resolve the allegation or complaint may enlist the help of qualified people within or outside the organization. The Board may maintain a list of such people, serving either as individuals or as a committee, which can be called upon as needed.

(See also the Collections Policy parts 12.3, 14, and 17.)