

National Association of Railroad Passengers Rail Passengers Association MEMBER & STAFF CODE OF CONDUCT

Adopted February 22, 2018

The Board of Directors of the National Association of Rail Passengers (doing business as Rail Passengers Association; the "Association") has adopted this *Rail Passengers Association's Member & Staff Code of Conduct* (the "Code"), which applies to the Board of Directors, members of the Council of Representatives (each, a "Representative"), volunteers in leadership positions, members of the Association (each, a "Member"), and all employed staff of the Association. Together, these categories constitute a group referred to hereinafter as "Members & Staff". This Code reflects the Association's commitment to not only uphold the law but to protect the Association's interests while maintaining the highest standards of ethical conduct. This Code does not replace, and instead is intended to supplement, the workplace policies of the Association already in force for paid employees.

A. Membership Policy for Association Members

1. Membership. Membership in the Association is a privilege and not a right. Membership renewal is subject to maintenance of good financial standing through remittance of dues and by continuing to meet all membership eligibility criteria as adopted from time to time by the Board.
2. Termination of Membership. Membership is subject to termination as set forth in the Bylaws.

B. Responsibility Regarding the Association's Tax-Exempt Status and Reputation

1. Expectations of Proper Conduct. Members & Staff should strive to conduct themselves in ways that reflect positively upon the Association and embody the values of the Association.
2. Reporting of Conduct Violations. Members & Staff who become aware of Unacceptable Conduct or other conduct detrimental to the Association should report that conduct to the Board, President & CEO, Representatives, or any other Officer of the Association, or to the Board Chair if that conduct involves the President & CEO. Each report of Unacceptable Conduct must be delivered promptly, as stipulated by and provided for in the By-Laws.
3. Protection of the Association's Tax-Exempt Status. As a tax-exempt organization recognized under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, the Association must ensure that it furthers the public good rather than promoting individual private or personal gain, whether directly or indirectly. All Members & Staff shall conduct themselves so as to protect and promote the Association's integrity and to enhance the Association's efforts to achieve its tax-exempt purposes and mission.

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C. Unacceptable Conduct

1. Examples of Unacceptable Conduct. The following list, though not exhaustive, identifies examples of conduct considered detrimental to the Association and its reputation:

- a. Falsification of Association records.
- b. Deliberate disclosure of confidential information except as properly authorized by the appropriate party.
- c. Withholding of information critical to the operations of the Association.
- d. Harassment (which includes, but is not limited to, sexual harassment, physical fighting, or creating a hostile work or volunteer environment) in violation of the Association's Equal Opportunity policy already in force.
- e. Discrimination against any person on the basis of race, religion, color, national origin, gender, sexual orientation, age, disability, veteran or marital status in violation of the Association's Equal Opportunity policy already in force.
- f. Criminal conduct, which by definition can harm the Association's reputation.
- g. Violation of the Association's Bylaws or policies.
- h. Theft, misappropriation or deliberate destruction of Association property.
- i. Any conduct that poses a serious threat to the health or safety of employees, volunteers, or members of the Association.
- j. Deliberate misrepresentation of a member's authority to act on behalf of the Association.

If a Member, Staff, or Volunteer is concerned about particular conduct that may cause harm to the Association or otherwise violates this Code, the President & CEO or another Officer should be consulted.

By applying for or renewing Membership, you are agreeing to abide by the Code of Conduct, Bylaws, and Association policies, each as may be amended from time to time.