

# Australian Society of Section Car Operators, Inc

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## Code of Conduct Policy

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Enquires must be addressed to the ASSCO Safety and Accreditation Coordinator.

## Document History

### Document Information

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### Document Amendments

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## 1. Introduction

The Australian Society of Section Car Operators, Inc (ASSCO) 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 and has operated on mainline rail networks in both South Australia and Queensland over the past 20 years.

For further information regarding ASSCO'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 ASSCO's vision, values, and purpose.

The ASSCO 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 ASSCO's brand, reputation, integrity, and social responsibility.

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

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

This policy applies to all ASSCO members and external contractors:

- Attending, participating in, or representing official ASSCO events, functions, or meetings, including operating train services and runs
- Wearing ASSCO branded clothing, lanyards, or ID cards, that show the ASSCO logo, including personal protective equipment
- Where they can be identified as an ASSCO 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 membership.

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, Meet Coordinator)
- 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 ASSCO.

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 ASSCO.

## 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 ASSCO
- Only smoke in designated areas
- Maintain personal hygiene and a tidy, professional appearance.

## 3.6 Use resources appropriately

Members will ensure that ASSCO 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 ASSCO 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 ASSCO Executive before publishing official information or making a public comment, and
- Not store or transmit confidential information, including the safety management system, outside ASSCO without authority.

## 3.8 Conflict of interest

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

## 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 ASSCO 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 Meet Coordinator, Safeworking Officer, a member of the ASSCO Executive, or by emailing [conduct@assco.com.au](mailto:conduct@assco.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.

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

