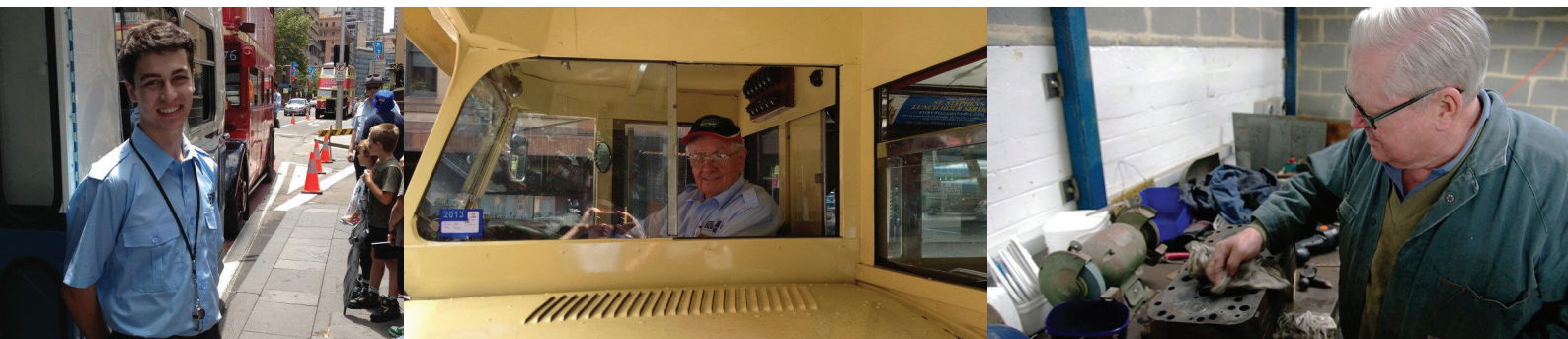


**SYDNEY
BUS
MUSEUM**



Code of Conduct

Working together as a team to preserve and promote Sydney's road transport history.

Version 1 - Effective 3 May 2014

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General Manager's Message

The Sydney Bus Museum is committed to providing the community access to our invaluable collection of historic vehicles, which provide a rare insight into Sydney's transport history.

To achieve this, all our volunteers must promote a positive voluntary work environment where everyone's contribution is valued. Teamwork and respectful conduct between volunteers is absolutely essential.

All of our valued volunteers at the Sydney Bus Museum should expect to be treated, and must treat others, with respect, dignity and fairness. A positive voluntary work environment is the key to attracting and retaining volunteers, as well as maintaining good morale.

The introduction of this code seeks to provide the basis for developing a positive work environment for our valued volunteers, and provide a framework to promote ethical day-to-day conduct and decision-making. It does not and cannot cover every situation that can arise during the course of a volunteer's workday at the Museum, or during a Museum designated event. The Code does not replace the need for common sense in how volunteers conduct themselves.

In particular, bullying and/or harassment can not and will not be tolerated.

If volunteers are in doubt as to what conduct is appropriate in any particular situation, or how the Code should be applied, they should seek advice and direction from the management team.

I encourage all volunteers at the Sydney Bus Museum to make themselves familiar with the Code, and to implement and adhere to the Code's provisions, and to the Sydney Bus Museum's core values on which it is based.

By all of us recognising and adhering to this Code, we can create a positive and productive voluntary work environment that will only further strengthen our organisation now and into the future.

David Bennett

Acting General Manager

2 May 2014

2. Introduction

This Code of Conduct was adopted by the board of Sydney Bus Museum Limited on 26 January 2014. It establishes a set of conduct rules which all members, officers, volunteers (who are not members), and employees (all called 'Members' in this document) are expected to observe. Visitors are people who are not members who visit the Sydney Bus Museum or ride in or inspect our vehicles during Museum hirings and/or events. A 'Museum Manager' is any member of the Museum management committee including the General Manager (who are identified in the current Sydney Bus Museum organisational chart), depending on who is present or easily contactable when a relevant event occurs.

3. The Code

1. Health and Safety

The health and safety of our Members and Visitors is paramount. Members must ensure that any actual potential dangers are promptly mitigated and if not satisfactorily managed reported to a Museum Manager. Members must promptly comply with any direction given by a Museum Manager relating to health and safety. Members have a duty of care to themselves, other Members, and Visitors.

2. Customer service

A key objective of the museum is to provide a link between the general public and transport heritage. As the public face of the museum, Members should always be polite and helpful. Members should always show consideration for the needs or differences of our Visitors.

3. Presentation

Members must wear the authorised Sydney Bus Museum uniform when taking part in museum activities where Visitors are present. Authorised attire is the attire approved by the management committee and includes navy pants and the Sydney Bus Museum branded blue shirt with epaulettes.

4. Attendance

If rostered for duty in any area of the Museum's activities, Members must attend on time and perform those duties. If unable to attend, Members must ensure alternate arrangements are made.

5. Appropriate behaviour

Members have the right to enjoy their membership and participation in museum events. However, it is essential that all Members:

- comply with this Code of Conduct
- safeguard the museum collection;
- behave as an ambassador for the museum;
- treat all other Members and Visitors honestly, fairly, and with respect and courtesy at all times without discrimination, bullying, or harassment;
- carry out allocated tasks in accordance with the agreed procedures;

- wear/use safety equipment appropriate for tasks undertaken;
- use appropriate channels when needing information, support, or direction;
- not use any of the museum's collection without authorisation;
- secure the museum's premises as appropriate;
- comply with the directions of a Museum Manager;
- maintain a safe and clean workplace;
- abide by the law, including all road rules;
- stop work / leave the museum or an exhibit if directed by a Museum Manager;
- not attend the museum or its events when intoxicated or seriously ill.

6. Use of Resources

Members use the museum's resources and equipment at their own risk. Members must comply with any directions regarding the use of the museum's resources and equipment.

7. Public broadcasts and media representation

The General Manager and/or Marketing Manager are the only persons authorised to provide comment or make representations to the media, including all publicly available communication channels such as websites, blogs and social media.

4. Breach of The Code

There is a range of consequences for breaches of this Code depending on the nature and seriousness of the matter.

The management team has a responsibility to address alleged breaches of the Code promptly, and in a fair and reasonable manner. They need to assess the seriousness of any alleged breaches, and how they should be dealt with.

Possible outcomes for a volunteer who has breached the Code may be:

- counselling;
- formal disciplinary action;
- referral to the police in cases of suspected criminal activity;
- suspension of membership for a period of time determined by the board;
- permanent expulsion of membership.

A member can also be suspended or expelled from the Sydney Bus Museum if he/she has received formal disciplinary action two or more times within a period of two (2) years.

Certain sections of the Code reflect the requirements of legislation, and breaches of these conditions may be punishable under law.

5. Acceptance and agreement

I have read and understood the above Code of Conduct, and agree to comply with its provisions at all times while volunteering for the Sydney Bus & Truck Museum Ltd. By signing this Code I acknowledge my commitment to achieving the best outcomes for my fellow Members and playing my part in ensuring that my working environment is a positive one.

..... Print name

..... Signature

..... Date