



# Manukau Live Steamers Inc.

Mangere Centre Park, Robertson Rd., Mangere, Auckland

[www.manukaulivesteamers.co.nz](http://www.manukaulivesteamers.co.nz)

# Code of Conduct

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## 1. Introduction

The Manukau Live Steamers Inc. adopt this document as the official Code of Conduct, as written and accepted by the committee, club and its members. This Code of Conduct is a set of standards defined by the club describing the behavior or conduct we expect all members to uphold at all times. It is expected that failure to uphold these standards will result in disciplinary action and/or a disciplinary investigation.

### 1.1 How does the Code of Conduct apply to me?

The Manukau Live Steamers Inc. Code of Conduct does not aim to replace the club's original constitution, which still applies to the club and its members. This Code of Conduct lays out the 'House Rules' for which our members are expected to abide by.

All contents of this document apply to every single club member, no matter their position or regular involvement with the club. It does not apply to non-members, although any interactions involving a member and a non-member that violate the Code of Conduct are still eligible for investigation or disciplinary action.

### 1.2 Definition of Terms

The following terms are used throughout the Manukau Live Steamers Inc. Code of Conduct.

**Executive Committee:** Referring to the President, Vice President, Secretary or Treasurer of the current committee.

**Committee:** Referring to the elected or seconded members whom make up the management committee. Includes the Executive Committee, as above.

**Day Manager:** The person 'in charge' of club operations for any operational day, and as defined in the Amusement Devices Regulations 1978 (See: "Operator").

**Investigation:** The appointment of an investigation to the committee or an approved sub-committee to gather information and determine an outcome for any parties involved.

**Disciplinary Action:** Action determined for one or more parties in response to behaviour or incidents. This can range from a verbal warning, to termination of membership.

**Right of Appeal:** The ability for a club member to appeal a final disciplinary action decision made in response to an official investigation.

**MEANZ:** The Model Engineering Association of New Zealand; the organisation, or any of its child groups or committees.

**Manukau Live Steamers Inc.:** Also referred to as "the club", "MLS". Being the Incorporated Society #224774, with facilities located at Mangere Centre Park, Robertson Road, Mangere, Auckland.

**Drugs** – includes, but is not limited to, any substance identified by the Misuse of Drugs Act 1975 and any drugs listed in the AS/NZS 4308:2008 and its amendments (or successor Standard). It includes, but is not limited to cannabis, methamphetamine, amphetamine, opiates and cocaine. It also includes synthetic and designer drugs including (but not limited to) synthetic cannabinoids whether legal, prohibited or banned or otherwise. The Club may include drugs other than those listed above including, but not limited to, herbal highs, as well as other synthetic drugs such as hallucinogens, piperazines and sedatives in the definition of "illegal drugs".

Illegal use also includes misuse of legally prescribed drugs and use of illegally obtained prescription drugs e.g. benzodiazepines and tricyclic antidepressants.

## 2. Compliance with the Law

- 2.1** All current New Zealand Laws will apply to all club members and visitors at all times.
- 2.2** All local government, city council, or relevant laws and bylaws will apply to all club members and visitors at all times.

## 3. Harassment & Discrimination

- 3.1** The Manukau Live Steamers inc. will not tolerate any kind of harassment of; members, and their family; guests and visitors; or public in the course of a member's duties or otherwise.  
This may include, but is not limited to, bullying, verbal harassment, physical harassment, sexual harassment, or discrimination because of some characteristic, such as but not limited to; race, nationality, personal situation, financial situation, religion, sex, sexual orientation, or disability.
- 3.2** Any harassment or bullying will result in disciplinary action and/or investigation.
- 3.3** Any physical assault will be immediately and directly reported to the New Zealand Police.

## 4. Drugs and Alcohol

- 4.1** Bringing or using illicit drugs or alcohol, except for alcohol at authorised functions, onto Council premises or to MLS buildings and facilities is not permitted.
- 4.2** Notwithstanding obligations under 6.3.1, Being under the influence of alcohol, illicit drugs or controlled substances while on duty or on premise is not acceptable and is considered serious misconduct and will result in disciplinary action.

## 5. Dress Code

- 5.1** Manukau Live Steamers inc. does not have a formal uniform. Members are expected to be reasonably presentable but dressed appropriately to the task being performed.
- 5.2** The Manukau Live Steamers Inc. does not accept liability for any personal or property damage, inc clothing.
- 5.3** The Manukau Live Steamers Inc accepts no liability for personal injury where improper dress and/or PPE was worn.

## 6. Health & Safety

- 6.1** We all have a role to play in maintaining a safe and healthy operation. As a member and volunteer, you have responsibilities for keeping yourself and others safe.
- 6.2** As a Member we are expecting you to :
- 6.2.1 Taking reasonable care for your own health and safety.
  - 6.2.2 Taking reasonable care that your actions or omissions do not adversely affect the health and safety of others.
  - 6.2.3 Be involved in processes to improve health and safety.
  - 6.2.4 Helping new members, visitors and guests, and members of the public understand the right health and safety practices.
  - 6.2.5 Communicating any health or safety concerns to the Committee
  - 6.2.6 Reporting any health or safety risks or hazards that you identify.
  - 6.2.7 Reporting any accidents, injuries, or near misses.
  - 6.2.8 Complying with policies and procedures relating to health and safety, and use the right equipment safely.
  - 6.2.9 Following any reasonable instructions relating to health and safety,
- 6.3** All club members are expected to abide by the Health & Safety regulations as determined by New Zealand Law.
- 6.3.1 This includes (but is not limited to) the Amusement Devices Regulations 1978, Health and Safety at Work Act 2015, MEANZ Manual for Operating Procedures(MOPS), TRINCRAFT, any MLS Health and Safety Policy and Procedures, and any documents adopted by the club
- 6.4** It is required that all hazards, incidents and accidents be reported as per Manukau Live Steamers Inc. procedure.

## 7. Confidentiality & Privacy

- 7.1** All personal information of a club member will be held in the strictest confidence with the executive/committee.
- 7.1.1 This includes section 3 Reporting and Speaking Up, where all formal complaints and information provided for an investigation will be securely held.
- 7.2** Members must ensure that confidential information relating to the Manukau Live Steamers or its operations remains confidential at all times.
- 7.3** The Manukau Live Steamers acknowledges the Protected Disclosures Act 2000, and the Privacy Act 1993 for the protection of information relating to the society and its operations.
- 7.4** The Manukau Live Steamers Inc. will hold personal and confidential information in accordance with the Privacy Act 2003.

## 8. Protection & Proper Use of Club Assets

**8.1** All club members are expected to treat club assets with respect and care.

8.1.1 All club locomotives must be used with respect to the club training programs and licensing scheme.

8.1.2 All club tools, facilities and other equipment must be used as intended, with the correct training if necessary. They must be left in an acceptable condition, and any issues/damage must be reported.

**8.2** All club members must have approval from the executive/committee prior to using the clubs track and facilities.

8.2.1 For use of the track and facilities during scheduled running hours, approval must be obtained from the Day Manager or in their absence, the executive/committee, on site during the day.

8.2.2 For use of the track and facilities outside of scheduled running hours, approval must be obtained from the executive/committee prior to the chosen day.

8.2.3 The testing of locomotives, rolling stock and other rail vehicles is permitted during scheduled running hours on the club track, provided it does not interfere with the days running events.

**8.3** Any unauthorized use of the club's assets from any club member, will result in disciplinary actions or investigation. Any damage incurred from unauthorized use, will be charged back to the member concerned.

## 9. Theft, fraud and removal of property

**9.1** Theft, fraud (or the attempted theft or fraud) or unauthorised removal of Manukau Live Steamers' property or the property entrusted to the care of Manukau Live Steamers', or the use of Manukau Live Steamers' technology or other equipment for unauthorised purposes will be treated as serious misconduct.

**9.2** There may be occasions when The Manukau Live Steamers authorises the removal of items (e.g. scrap materials). Such authorisation needs to be provided by the committee/executive committee by prior arrangement.

## 10. Communication on behalf of the club

**10.1** Any communication to external sources on behalf of the club is not permitted unless approved at a General or Committee meeting.

**10.2** No member will make a commitment on behalf of the club, without written permission from the executive/committee.

**10.3** Members are not to discuss any matters associated with the Manukau Live Steamers with the Press, or other Media, unless authorised to do so by the Committee. If a member is approached by a reporter/media seeking information, make no comment, and refer them to the Executive Committee.

## 11. Use of Social Media

**11.1** All club members are expected to abide by this Code of Conduct whilst using any form of media or social media.

11.1.1 Media including Newspaper Outlets, Television and Radio Stations, etc.

11.1.2 Social Media including Facebook, YouTube, Snap, Whatsapp etc.

**11.2** All press releases or public posts on behalf of the club, are only to be carried out by approved club members. This include the Facebook Page admins, Manukau Live Steamers website admins and any other member authorized by the executive/committee.

11.2.1 If any member outside of the authorized admins wishes to share any press releases on behalf of the club, they must seek written approval from the executive committee.

**11.3** Any detrimental information or posts made to social media by club members, will result in disciplinary action.

**11.4** Guidelines for responsible use of social media

The following sections provide members with common-sense guidelines and recommendations for using social media responsibly and safely.

11.4.1 Volunteers must not post disparaging or defamatory statements about:

- The Manukau Live Steamers Inc.
- MLS members, guests, visitors, or members of the public
- Other affiliates and stakeholders.

11.4.2 Volunteers should also avoid social communications that might be misconstrued in a way that could damage our reputation, even indirectly.

11.4.3 You are personally responsible for what you communicate on social media – as part of your role or on personal sites. Remember that what you put on social media will be available to be read by anyone including colleagues, volunteers, future employers and people you don't know for along time. Keep this in mind when you post content. **If in doubt, don't post it.**

11.4.4 If you plan to use a photograph or quote from someone on social media, you must obtain their consent first.

11.4.5 Please do not tag anyone in photos on social media. This is because the person in the image may be vulnerable or under 18.

11.4.6 There is no obligation for volunteers to link their personal social media to any MLS social media account.

11.4.7 Do not set up a social media account, which represents MLS.

11.4.8 You are responsible for the privacy settings of any social media sites you use and should ensure they are set to the appropriate level if you wish to limit who can see your information.

11.4.9 Remember that you must respect confidentiality at all times and protect confidential information. You should be mindful of Copyright, and Digital Communication laws and issues, if in doubt speak to the committee. Confidential information includes (but it not limited to) things such as committee decisions, commercially or financially sensitive information, details of current/future projects, information held on our members and their families, visitors and guests, and members of the public.

**11.4.10 If you are uncertain or concerned about any post you're about to make, don't post it.**



## 12. Breaches of Code of Conduct

**12.1** Any breaches to the Code of Conduct made by a club member, will result in an investigation and disciplinary action.

**12.2** It is expected that any club member will provide relevant information for an investigation if requested.

12.2.1 It is expected that the original complainant will assist with the investigation throughout.

**12.3** All investigations and disciplinary actions will be made by the committee or the appointed sub-committee.

## 13. Reporting/Speaking Up

**13.1** The Manukau Live Steamers Inc. expect any club member to ask genuine questions and immediately raise issues without fear of retaliation, to executives or a committee member.

13.1.1 This includes (but not limited to) personal conflicts of interest, abusive language, any member seen breaking the club Code of Conduct or Club Rules etc.

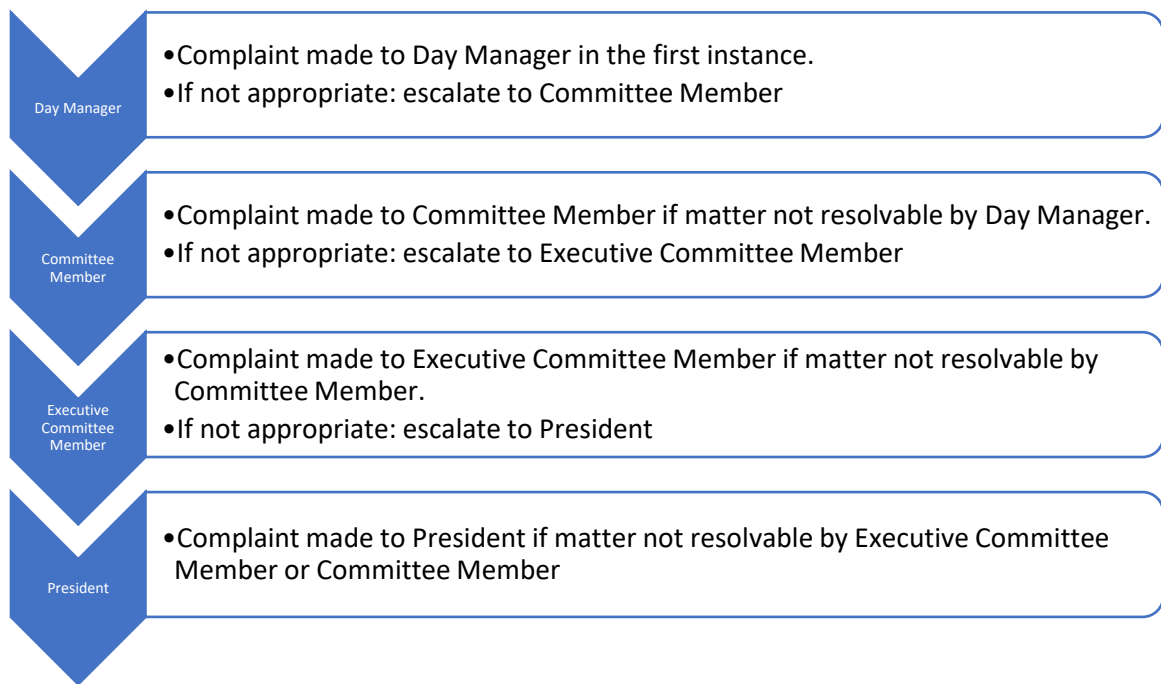
**13.2** Anyone that reports a concern or lodges an official complaint, must be committed to treating these reports seriously and be willing to aid an investigation if necessary and requested by the executive committee.

**13.3** Members are expected to report any concerns regarding unethical, illegal or suspicious behavior carried out by other club members, visitors or those part of the general public.

**13.4** If a member of the Manukau Live Steamers Inc. wishes to forward a complaint, the complaint will be handled confidentially, and members should do so without fear of retribution/retaliation.

## 14. Escalation

**14.1** When a complaint is made the following process should be followed:



## 15. Right of Appeal

**15.1** Once a final disciplinary action has been made by the appointed sub-committee, a Right of Appeal is not applicable to any club members.

## 16. Code of Conduct Acknowledgement

**16.1** As a financial member of the Manukau Live Steamers Inc., you hereby agree to abide by this Code of Conduct, alongside the existing constitution.

## 17. Supplementary Documents

The following documents we encourage members to read or be aware of. Likewise, the following documents are supplementary to the formation of this Code of Conduct, and the legal basis of the operation of the club.

The following list is not exhaustive.

Health and Safety at Work Act 2015 – and any of its amendments.

- <http://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976660.html>

Amusement Devices Regulations 1978

- <http://www.legislation.govt.nz/regulation/public/1978/0294/latest/DLM64225.html>

Pressure Equipment, Cranes & Passenger Ropeways Regulations 1999

- <http://www.legislation.govt.nz/regulation/public/1999/0128/latest/DLM284452.html>

MEANZ – Manual of Operating Procedures (MOPS)

- <http://www.pnmec.org.nz/meanzpapers.php>
- <http://www.pnmec.org.nz/meanz/MEANZManualofOperatingProceduresVer22014-1.pdf>

MEANZ – MEANZ Administration Procedures (MAPS)

- <http://www.pnmec.org.nz/meanzpapers.php>
- <https://www.sandman.org.nz/meanz/MEANZAdministrationPolicyDocumentRev5-9October2014-1.pdf>

Manukau Live Steamers Constitution – Updated Aug 2018

- <https://app.businessregisters.govt.nz/sber-businesses/viewInstance/view.html?id=229a78e05307b6d8bf1b29667f00cb17899ffb8ff73bb449#scrollTop>

TRAINCRAFT

- <http://manukaulivesteamers.co.nz/wp-content/uploads/2015/09/MLS-Traincraft-V4.1-Aug-2015.pdf>