

# MEMBERS' CODE OF CONDUCT

## Introduction

This code, which has been approved by the Board of Railfuture on 26<sup>th</sup> November 2016, is intended as guidance for all members. There is nothing in this which any reasonable person would not accept as common sense, but sadly there have been isolated occasions when individual members have behaved in a way that has upset other members, or has potentially brought Railfuture into disrepute. This code is not intended to stifle debate within the organisation, but to provide a framework which will ensure that members behave with consideration to others and in the best interests of the organisation. Membership of Railfuture brings many advantages, but with that also comes responsibilities. These guidelines spell out how the organisation expects all members to behave.

## Expected behaviours

1. Railfuture is a non-political organisation. Whilst of course members are entitled to their own political views, they must not express these when speaking in any capacity that states, or implies, that they represent Railfuture. Any member who is in doubt on this matter should consult the appropriate branch official.
2. Only members who have been approved as a spokesperson, in accordance with the guidelines issued by the media and communications officer, may speak in an official capacity for Railfuture to the media.
3. Any behaviour which is racist, sexist or discriminatory (including issues of disability as defined in the Equality Act of 2010) against other members or third parties is unacceptable. Any such reported behaviour will be investigated and if substantiated will render the member involved likely to be expelled from the organisation. There is an agreed disciplinary procedure, which is available for members to see on request.
4. Whilst there is no wish to stifle healthy debate within the organisation, harassment of other members, verbally, in writing on social media and other such forums will not be tolerated. Any such incidents will be dealt with as in point 3.
5. All members are expected to behave with integrity and honesty in all matters relating to Railfuture finances. Any expenditure incurred on Railfuture business must be properly authorised and claimed in the approved manner. In the event of any doubt on these matters the member should consult the appropriate branch official. Separate guidance has been issued with regard to the holding of meetings and claiming expenses.
6. Railfuture work is carried out by volunteers. Members give of their time and expertise without financial reward and should therefore be treated with respect and consideration, with their views properly considered. It is important that members act in a way that is professional, supportive and open, particularly when using social media, sending emails and other written communication on behalf of the organisation. Be welcoming to new members and to guests who attend meetings.

7. Some aspects of national transport policy are inevitably divisive and controversial. Railfuture seeks to be a consensus organisation, but recognises that members often have strongly held views. Members are of course free to express any views on such issues internally within Railfuture but must not do so to third parties outside of the organisation when any such views, are, or might be, associated with Railfuture.
8. If any member feels that they have been dealt with unfairly, they should raise the matter initially with their local branch official in an attempt to resolve the matter. If the matter concerns a branch official they should raise their concern with the appropriate board liaison member for that branch. If necessary the formal “Resolution of Problems” can be invoked. This is available for members to see on request.
9. It is possible that members may have a conflict of interest when involved in Railfuture activities. If they believe that there is an actual or potential conflict of interest, they should declare such matters at any meeting or other venue. They must use their judgement to decide whether for example to participate in a discussion or vote on a resolution at a meeting and if appropriate, leave the meeting. If in any doubt they should consult with a branch official.

**Approved by the Board of Directors on 26<sup>th</sup> November 2016 to apply from 01.01.2017**

**Revised on 1<sup>st</sup> January 2018 for change of company name and again for registered office and contact for address but no changes to the code**

**Revision approved by the Board of Directors on 27<sup>th</sup> November 2021 (addition of final sentence on Behaviour 5), to apply from 01.01.2022**

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