



# WESTERN PACIFIC RAILROAD MUSEUM POLICY

## Office Space Use

*Effective Date:* 05/01/04

*Legal Review Date:*

*Next Review Date:* 05/01/20~~30~~25

*Replaces:*

PM0021

### **Policy Statement**

It is the Policy of Feather River Rail Society that the Office(s) within the facilities of the FRRS are strictly for FRRS business and that no individual is permitted to maintain and use FRRS facilities for personal or private business use.

This policy shall be in accordance with the bylaws and the code of ethics which states that no personal or private business will be conducted on/in the FRRS facilities or grounds.

All Feather River Rail Society member(s) should conduct all of his/her activities, including those relating to person(s) or businesses with whom the member is closely associated, in such a way that no conflict will arise between the other interests and the policies, operations or interests of the Feather River Rail Society. The appearance of such conflict should also be avoided.

No member(s) should use, or offer the use of, Feather River Rail Society premises for personal use, personal gain, private business, or offer the use of any object or item that is a part of the Feather River Rail Society's collection or under the guardianship of the Feather River Rail Society, or use any other property, supplies or resources of the Feather River Rail Society except for the official business of the Feather River Rail Society. The name and reputation of this Feather River Rail Society are valuable assets and should not be exploited either for personal advantage or the advantage of any other person(s) or entity.

### **Overall Accountability**

The Board of Directors shall be responsible for issuing, updating, and monitoring compliance with this policy statement.

### **Scope**

This policy applies to all Member(s), Officer(s), Board of Director(s), Volunteer(s), Employee(s), and all subsidiaries of the FRRS.

## **Definitions**

- Office Space: Any space within or on, any property owned, leased, or rented by the FRRS
- Facilities: Any property owned, leased, or rented by the FRRS including: Buildings, Out Buildings, Trailers, Temporary Trailers, Storage Room(s), Office(s) Meeting hall(s), Lunch Room(s) or any other such space
- Museum Facilities: Any Property owned, leased, or rented by the FRRS, commonly known as the Portola Railroad Museum
- Other Facilities: Any Rolling Stock, Caboose, Private Business Car, Outfit Car or other type(s) of railroad equipment stored on any property owned, leased, or rented by the FRRS.
- Other Privately Owned Facilities or Equipment: This policy also applies to all privately owned facilities or equipment stored on or used on any property owned, leased, or rented by the FRRS

Miscellaneous telephone calls may be made to and from various locations within the FRRS facilities by member(s), however member(s) must keep the calls to a minimum and fill out a report of telephone call posted at each telephone within the facilities. Members must use good judgement in the types of call(s) made using FRRS facilities, so that no personal advantage or the advantage of any other person(s) or entity is derived by their use.

## **Implementation**

Pursuant to a motion of policy, acted upon at the January 6, 2001 Board of Directors meeting. This policy is established, and takes effect immediately

## **References**

1. Feather River Rail Society Bylaws
2. Code of Ethics
3. Policies and Procedures

Change Log:

Rev Number	Changes	By	Date
1	Initial Issue		5/1/2004
2	Changed to new format	Kerry Cochran	11/29/2017
3	Updated to reflect new review date add change log	Kerry Cochran	10/17/2021
<u>4</u>	<u>Updated to reflect new review date</u>	<u>Kerry Cochran</u>	<u>12/05/2025</u>