Sample Archaeology Centre Project Code of Conduct for Field Work

 *As AC projects take place in settings with varied laws and norms, this CoC provides a guide for professional conduct. All projects are also encouraged to integrate the rules and standards of their home institutions in addition to the guidelines listed below. (e.g. The University of Toronto:* [*https://governingcouncil.utoronto.ca/secretariat/policies/code-student-conduct-december-13-2019*](https://governingcouncil.utoronto.ca/secretariat/policies/code-student-conduct-december-13-2019)*)*

*Projects should be sensitive to local norms, policies, and values. Below, are expectations for University of Toronto project participants.*

 This form provides guidelines and a code of conduct to foster a safe and inclusive environment on the PROJECT NAME. Its aim is to protect the integrity of archaeological practitioners, our research, as well as the communities and lands with which we work. We, as a community, hold each other accountable to a high standard of scientific and professional conduct. We acknowledge that harassment of any kind is scientific and professional misconduct. It erodes the integrity of our research and is as injurious as plagiarism, falsifying data, trafficking antiquities, and fraudulent use of research funds. It is therefore our mutual responsibility to foster an inclusive and conscientious environment on PROJECT NAME.

Persons who are associated with PROJECT NAMEare required to abide by the standards laid out herein. This extends to **directors, staff, students, volunteers, guests, and other associates** of PROJECT NAME.

*The violation of any of the tenants outlined herein is grounds for* ***immediate*** *disciplinary action from PROJECT NAME, which extend to the University of Toronto and associated bodies.*

**If you have a concern, you can reach out to designated individuals in the “Important Contacts” list at the end of this document.**

1. Integrity of Persons[[1]](#footnote-1)
	1. PROJECT NAME promotes inclusion for all persons regardless of: age, experience, ability, sexual orientation, expression of identity, ethnicity, race, ancestry, faith, or position on the project.
	2. No person shall harass, threaten, assault, or cause fear of harm, sexual, psychological, or bodily to other persons – present or otherwise.
	3. Name 1 and Name 2 are prepared to discuss health, wellness, social or interpersonal challenges, equity, and inclusivity on the project. Contact information is included in the “Important Contacts” List at the end of the document.
2. Personal Health
	1. If any person feels unwell, they *must* communicate their ailment with the supervisor or director immediately. This includes illness, injury, or chronic condition.
	2. If a participant requests absence from work due to sickness, the request will be granted.
	3. Project directors will ensure adequate rest, medical care, and security for participants with sickness or injury.
		1. Project directors may ask participants to isolate away from the project or seek medical care in their home country *if* the medical condition is dangerous and highly contagious.
3. Social Responsibilities
	1. All participants are expected to maintain a high level of professionalism for the duration of the project extending to personal leisure time outside project hours.
	2. Ongoing incidents of intoxication, belligerence, or public nuisance will not be tolerated.
	3. Illegal substances are prohibited from all project spaces.
4. Punctuality and Participation
	1. PIs will clearly communicate expectations for participants in the field. This includes: daily work, physical demands, and logistical constraints (e.g. restroom options).
	2. All persons are responsible for being punctual, present, and prepared for all PROJECT NAME activities to which they are committed.
	3. All persons are responsible for maintaining a professional attitude during their stay on PROJECT NAME.
5. Integrity of Training and Learning Experiences
	1. PIs and Course Instructors will clearly communicate expectations for student participants in the field. This includes: course expectations, evaluation structure, time to complete course work, daily field/lab work, rationale for field/lab work
	2. Training outcomes should be explicitly discussed with junior scholars and other trainees.

**Important Contacts**

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| --- | --- | --- | --- |
| Contact Name | Contact Role *(Suggestions)* | Phone Number and Email  | Description |
|  | Project Director |  | Equity, Inclusivity and Health/Wellness Contact  |
|  | Senior Researcher 1 |  | Equity, Inclusivity and Health/Wellness Contact  |
|  | Senior Researcher 2 |  |  |
|  | Other Researchers/ Staff  |  |  |
|  | Other Researchers/ Staff  |  |  |
|  | Local Contact |  |  |
|  | UofT SVP | <https://www.svpscentre.utoronto.ca/>  | Find Support or Report. A confidential service through UofT |
|  | Department Chair  |  |  |
| Dr. Edward Swenson | Director – Archaeology Centre | edward.swenson(at)utoronto.ca |  |
| Natalia Handziuk | Equity Diversity and Inclusivity Liaison, University of Toronto | natalia.handziuk(at)mail.utoronto.ca |  |

1. University of Toronto Code of Conduct 2002 (pp. 4-7) [↑](#footnote-ref-1)