

## **FACULTY OF ARCHAEOLOGY ETHICS AND FIELDWORK**

### **Introduction**

Archaeological fieldwork is a pivotal part of our training curriculum and professional experience for both our students and staff. It results in the comprehension and the application of essential and diverse methodological archaeological practices, but also in long-lasting friendships and life-time memories. As such, it is crucial to ensure that fieldwork takes place in a diverse, safe, and secure environment for everyone.

The different Faculty of Archaeology (FoA) field school conditions take place in a wide variety of natural-climatological and cultural environments with sometimes new and very different protocols, norms and juridical settings, which can offer serious challenges for students first away from their secure familiar background. Such contexts require that the FoA field school organisers should take extra care to minimize the risk of inappropriate behaviour and to make sure that both staff and students behave in a professional manner within the team and in interactions with local communities and society. For this a general code of conduct for FoA field schools has been setup, owned by all FoA staff and students and which creates a safe environment for all during FoA field schools.

### **Internal aspects of social conduct among FoA-team members**

The FoA is committed to the creation of a safe, secure, diverse, respectful, and non-threatening working and social environment. Fieldwork projects (including field schools and internships) organized by the FoA have zero tolerance for physical and mental abuse, abuse of power including sexual relationships between crew members and students, discrimination, threatening behaviour, sexual harassment, or physical intimidation on any basis. All participants are asked to report all instances of abusive behaviour or harassment they experience or witness. The FoA ensures a safe environment for reporting abusive behaviour by employing a zero-tolerance policy for personal retaliation against any participants who make complaints.

All FoA field school projects are strongly encouraged to have at least two designated persons (one female and one male) that participants can confidentially discuss with any issues that might arise during fieldwork. If the team size does not allow for the appointment of two persons, then an external person at the FoA should be appointed.

Field school supervisors are obliged to investigate and respond to any reported or implied abusive behaviour. Supervisors are also obliged to support any members of a fieldwork project that experience abusive behaviour or harassment in any way possible.

If the supervisors (or the designated persons) are in any way involved in a case of abusive behaviour, then the reports can be taken to the confidential counsellors of the FoA. Supervisors are obliged to inform participants about who the confidential counsellors of any project are in advance. Participants are encouraged to contact the designated persons first.

Participants (students or staff) that engage in any form of abusive behaviour or harassment, or with their actions compromise the safety, wellbeing, security, equality, or dignity of others will be removed from the fieldwork immediately.

### **External aspects of social conduct between FoA-team and local stakeholders**

FoA field school organisers acknowledge that most of our fieldwork and other research campaigns must be embedded within local communities and dependent on relations of good faith and trust. Projects are also committed to good communication and understanding of the needs of local communities.

FoA fieldwork campaigns strongly rely on local communities and government authorities, while making sure they do not become a party in regimes of oppression, for the ability to conduct fieldwork and research and be awarded both the required official permits as well as community consent to work at the area. FoA field school organisers will give due regard to the welfare of local employees and shall give fair pay based on local recommended salary and proper training and advise.

Field school organisers will not tolerate offensive and/or inappropriate behaviour (e.g. dress code) towards local communities. This includes zero tolerance in relation to behaviour that compromises the wellbeing, equality, security or dignity of other human beings. This is unethical and might also endanger the reputation of the FoA fieldwork project. Such behaviour may result in immediate removal from the FoA fieldwork campaign.

Any behaviour that endangers the student or others – staff members, members of the local community or other students – is reason for immediate removal from the FoA fieldwork campaign.

FoA field school organisers will submit a research plan to seek for informed consent with the Ethics Committee of the FoA prior to (new) research which involves local community members, and/or takes place in (politically/environmentally/...) unstable regions.

### **Financial Ethics**

The FoA is committed to offer affordable and accessible field schools for its students.

The FoA field school organisers are not allowed to set-up student member funded summer schools in which FoA students finance the fieldwork activities. This does not apply for possible other non-student actors participating in the FoA field schools.

The FoA also advises students to consider the financial barrier for field schools outside of the faculty before applying and discuss it with the internship coordinator of a given research area.

FoA field school organisers abide to Leiden University's ethical guidelines with regards to the acceptance of donations.

### **Medical, sanitary and safety conditions**

FoA field school supervisors are obliged to inform possible fieldwork participants of the potential hazards and difficulties prior to applying. The organisers are committed – during the campaign – to take all necessary steps to minimize personal and health risks and hazards to participants, including monitoring the security situation and keeping in contact with officials in the home and host countries, and making a possible evacuation plan.

Supervisors are then urged to ask participants about any health or dietary conditions, be it mental or physical. This may not be the basis of discrimination and must be done in good faith with the intention of safeguarding the person in question, the other participants, and the project. Field school organisers must guarantee participant privacy and strive to organise as inclusive and diverse projects as possible, given the local circumstances.

With regards to insurance matters, the FoA must provide clear information about the responsibilities by the FoA, the field school organisers and the student. For each FoA field school project, the insurance specifications must be shared with the students during the preparatory stage.

FoA field school organisers will follow the Dutch policies and regulations by the Dutch Ministry of Foreign Affairs (BuZa) and the Dutch National Institute for Public Health and the Environment (RIVM).

### **Working and excavation ethics**

FoA field school organisers recognize their responsibility in offering an unbiased learning experience for all FoA student participants, by ensuring equal participation, supervision and support in relevant tasks and by making clear at the start of the project which particular competences can be trained during the project.

FoA field school organisers recognize their responsibility for the conservation of the (pre-)historic environment and are committed to take all necessary steps to minimize damage to local archaeological heritage, to actively avoid and prevent damage to vulnerable landscapes and potentially endangered/threatened flora and fauna.

FoA field school organisers acknowledge their responsibility in engaging local communities, in sharing fieldwork results in an accessible manner and in assuring sufficient budget for local storage of finds and documentation, according to the required standards.