

# Code of Conduct

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The Australian Archaeological Association (AAA) promotes a harassment-free experience for all participants at our events.

Each year AAA hosts a major conference intended for professional networking and collaboration in the archaeological community. AAA also runs, sponsors and supports other events throughout the year.

We encourage the open exchange of ideas and insist on an environment that recognises the inherent worth of every person and group attending the conference, in an inclusive space, free of harassment, and that encourages interaction among diverse groups. We want AAA to be welcoming, and the conference to encourage participants to be involved.

We are publishing a **Code of Conduct** to clarify our expectations of acceptable behaviour and to promote high standards of professional practice. It also provides a benchmark for self-evaluation and acts as a vehicle for the identity of the community and organisation. If you have general questions about codes of conduct, a good place to start is the [code of conduct FAQ \(link on the AAA website\)](#).

This Code of Conduct applies to any participant at our annual conference or any other event convened by AAA, including but not limited to:

1. delegates in meetings and teleconferences, vendors, staff, and volunteers.
2. behaviour at AAA events, even if outside event spaces or behaviour towards people who are not part of the AAA conference.

This Code of Conduct applies to conference and other events endorsed by AAA. Note that this code supports rather than replaces legal rights and obligations pertaining to any particular situation.

## General Responsibilities

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We have a responsibility to prevent harassment, discrimination, and bullying. Accordingly, everyone who attends AAA events is responsible for ensuring that they:

- 1 are familiar with this policy;
- 2 comply with this policy;
- 3 take all reasonable steps to ensure that our events are free from unacceptable behaviour

## Expected Behaviour

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All event participants are expected to behave in accordance with professional standards, as outlined in both this Code of Conduct as well as their respective employer's policies governing appropriate workplace behaviour, and all applicable laws.

## Unacceptable Behaviour

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Harassment, including discrimination and bullying will not be tolerated in any form, including but not limited to what a reasonable person would see as:

- Offensive comments related to gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, age, religion or any other status protected by laws in the jurisdiction in which the conference or program is being held.
- Unwelcome comments regarding a person's lifestyle choices and practices, including those related to food, health, parenting, drugs, and employment.
- Deliberate misgendering or use of 'dead' or rejected names.
- Gratuitous or off-topic sexual images or behaviour in spaces where they are not appropriate.
- Physical contact and simulated physical contact (e.g. textual descriptions like "*hug*" or "*backrub*") without consent or after a request to stop.
- Threats of violence.
- Incitement of violence towards any individual, including encouraging a person to commit suicide or to engage in self-harm.
- Deliberate intimidation.
- Stalking or following.
- Harassing photography or recording, including logging online activity for harassment purposes.
- Inappropriate staring.
- Sustained disruption of discussion.
- Unwelcome sexual attention.
- Pattern of inappropriate social contact, such as requesting/assuming inappropriate levels of intimacy with others.
- Deliberate "outing" of any aspect of a person's identity without their consent except as necessary to protect vulnerable people from intentional abuse.
- Publication of non-harassing private communication

### Harassment in online channels

Participants at AAA events or activities may also participate online (see below).

This Code of Conduct also covers communication and interaction that is deemed to be unacceptable behaviour online and it applies to attendance at the annual

conference, all events convened by AAA and to all AAA online platforms (e.g. Twitter, Slack, Facebook, WhatsApp, Gitter, LinkedIn, Telegram).

Please use these additional guidelines where engaging in AAA on-line activities/platforms :

- Avoid using overtly sexual or offensive usernames or profile photos which might detract from a safe and inclusive environment for all.
- Do not publish text/screenshots of anything shared in a private communication channels without explicit consent from the author. This includes screenshots of private messages to public channels, as well as conversations on public channels to anywhere outside the event.

## **What To Do If You Witness or Are Subject To Unacceptable Behaviour**

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If you are being harassed, notice that someone else is being harassed, or have any other concerns relating to harassment, please refer the matter to an AAA Contact Officer or Security Officer or an organiser who can be found at the event registration counter at any time.

We provide different avenues to address any concerns about breach of this policy.

They are:

1 We support openness and transparency, so if you believe that you are experiencing unacceptable behaviour at AAA 2019, in the first instance, we encourage you to raise it directly with the person involved. This should help to ensure that the other person is fully aware that their behaviour is unwelcome, or that you believe it is unacceptable. This approach may resolve the issue quickly and effectively; or

2 However, if it does not resolve your concerns, or if you are not comfortable with raising it directly with the other person, or if it involves a serious breach of this policy you should raise it with an authorised contact officer of AAA event staff.

The option you prefer will depend on your level of comfort with the option as well as the seriousness and nature of the allegation. Our contact officers will work with you to:

- a. resolve your issue or complaint in a manner appropriate to the seriousness and nature of it
- b. refer the issue or complaint for further investigation.

### **Confidentiality**

Only the people involved in the attempted resolution or the investigation of an issue or complaint will have access to information about it for use in the resolution process. Anyone found to have engaged in a breach of confidentiality, gossip or innuendo or victimisation about an issue or complaint is at risk of disciplinary action by the AAA.

### **Respect & Procedural Fairness**

Each party will have an opportunity to tell their side of the story and will be treated in a fair and impartial manner. Everyone involved in an issue or complaint raised under this policy will be treated with respect and provided procedural fairness throughout the complaint process. Similarly, everyone involved in an issue or complaint is required to treat each other person with respect, even if they feel aggrieved by a situation. All issues and complaints will be dealt with as quickly as possible.

We reserve the right to reject any report we believe to have been

1. made in bad faith.
2. intended to silence legitimate debate or criticism .

## **Outcomes of any referral**

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We will take action we consider appropriate on any complaint.

### **Substantiated complaints**

If a complaint is substantiated we will take appropriate action for both parties.

For the person referring a complaint, this may involve support to victims, including, but not limited to:

- Providing an escort
- Contacting hotel/venue security or local law enforcement
- Briefing key event staff for response/victim assistance
- And otherwise assisting those experiencing harassment to ensure that they feel safe for the duration of the conference.

For a person found to have breached this policy, you may be subject to appropriate disciplinary action, which may include

1. issuing a warning
2. expulsion from the conference or AAA event with no refund, depending on the circumstances

3. excluding any person found to be engaging in harassing behaviour from participating in any further AAA events, trainings or other activities based on their past behaviour, including behaviour at annual conferences

Malicious or false complaints.

If you are found to have raised a malicious or false complaint against another person in order to bring prejudice against that person, you may also be subject to appropriate disciplinary action, which may include preventing you from any further attendance at AAA events.

## **Pre-Event Concerns**

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If you are planning to attend an upcoming event, and have concerns regarding the past conduct of another individual who may be present, please contact the AAA National Executive at [president@australianarchaeology.com](mailto:president@australianarchaeology.com). We will consider appropriate precautions to ensure the inclusion and safety of all participants including, but not limited to: providing an escort, prepping onsite event staff, separation during the same talks/social events, and providing onsite contact mobile phone numbers for immediate contact. In extreme cases, we may take action to prevent the harasser from attending the conference.

## **Policy Review**

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Date of last review: 11 November 2019