

Code of Conduct

Austrian Archaeological Institute

The Austrian Archaeological Institute of the Austrian Academy of Sciences (“OeAI”) is committed to making field work a safe environment for all participants. To this end, this Code of Conduct sets clear rules for all persons participating in field work (directors, researchers, students, administrative staff and affiliated personnel; together the “Participants”), which are to be adhered to at all times and at all locations in field work conducted by the OeAI or where the OeAI is an organizing partner. This Code of Conduct applies for the whole duration of the field work, which is considered from the start of travel and the return to the OeAI or other premises after the conclusion of the field work, including all time in-between (including leisure or “off-duty” periods). Archaeological projects away from home create distinct environments where some risks are intensified. This Code of Conduct is not only concerned with activities in the field and in the accommodation during working hours. It applies to all activity including working away from the host institution and protects staff from bullying and harassment.

This Code of Conduct, of course, also applies to the OeAI directors and executives, which are ultimately responsible for a safe and pleasant environment for all Participants. **Additional rules may be enacted by OeAI directors or any superiors where deemed necessary.**

1 General Conduct

- Participants strive for a pleasant working environment and practice an appreciative approach to all other Participants and the public. They will practice respect, fairness and courtesy.
- Project participants will strive to maintain a positive and professional attitude concerning all other Participants and the field work as a whole.
- Participant will not practice any kind of unjust discrimination or harassment, in particular based on sexual orientation, gender, race, religion, age, ethnic origin, or disabilities.
- Participants will not verbally or physically abuse other Participants or the public. This includes all forms of violence: comments to shame or humiliate, shouting, insults, threats, physical violence, intimidating behavior etc.
- Participants will not sexually abuse, harass or assault other Participants or the public. This includes any forms of sexual innuendo, like unwanted physical contact or comments, including demanding sexual favors, and all other forms of sexual violence, or threats or implications thereof.
- Participants will respect and comply with any local rules or regulations of host countries, partner institutions and other relevant persons or entities (museums, local policy, municipality etc).

2 Local Laws, Drugs, Alcohol

- Participants will adhere to all laws and regulations of the country and region in which field work is being conducted. They will respect the local legal, social and cultural customs, unless this would conflict with any rule set out in this Code of Conduct.
- Use of illegal drugs is forbidden at all times.
- Consumption of alcohol or any substances with similar effect is forbidden during working hours.
- If Participants choose to drink alcohol or consume any substances with similar effect outside working hours, they will do so responsibly and within the boundaries of local laws and customs. Participants shall ensure that their conduct during work and outside working hours does not damage the reputation of the OeAI and/or contradicts its values.

- Participants should avoid personal hazards including driving or operating equipment after consuming alcohol or any substances with similar effect.

3 Health and Safety

- Participants must notify their superior or the field work leader in advance of any medical condition that may affect their wellbeing in the field. During the field work, Participants will inform their superior or the field work leader of any emerging health conditions or sicknesses.
- Field work leaders must ensure at all times that Participants will receive the necessary medical treatment in case of an emergency.
- Field work leaders will take all necessary measures and precautions to ensure the safety and welfare of all Participants and the public at the field work site. Field work leaders will pay particular attention to local work safety regulations.
- Accommodation arrangements will ensure that the Participants' privacy and religious and cultural customs are respected as much as possible. Accommodation, if possible concerning the local situation at the field work site, will further ensure lockable rooms for each Participant. In case of multi-bed rooms each Participant shall be provided with room keys.

4 Supervision and Governance Structure

- Project Participants are encouraged to report any breach of conduct or instance of abuse to the field work leader so that they may initiate investigations and documentation as soon as possible to determine the appropriate course of action.
- If a Participant feels unsafe or threatened, either due to actions of the field work leader or other Participants wherein the field work leader is not taking action or is the violator, that Participant should contact the OeAI directors or the Central Administration of the Austrian Academy of Sciences directly (Equal Opportunity Office and/or Human Resources – see contact details below).
- The field work leaders will report any conduct breaches they have witnessed or which have been reported to them to the OeAI directors and, if appropriate, the Central Administration of the Austrian Academy of Sciences (see contact details below).
- Participants are further encouraged to contact – if so desired, anonymously – the Equal Opportunities Office, Human Resources or any other appropriate unit of the Central Administration of the Austrian Academy of Sciences (see contact details below) in case of any misconduct, discrimination or harassment within or outside the scope of this Code of Conduct.
- Participants will avoid misuse of their position and abuse of power. Especially in the case of dependent relationships (e.g. executives and employees, teachers and students) it is important to ensure that an appropriate distance is maintained.
- In the case of private partnerships between members of the OeAI - especially if one of the partners is professionally in a dependent relationship - leaders and these members should take care of all necessary actions to avoid conflicts of interest.
- Participants will avoid conflicts of interest through personal close relationships (bias) also when hiring field workers. In the event of such conflicts of interest, the Participants disclose their personal bias in advance and work out transparent and fair solutions for everyone with their line manager.

5 Penalties for Breach of Conduct

- In case of a breach of conduct the field work leader is responsible for documentation, investigation and reporting (please also refer to section 4 above) as well as taking all appropriate actions, as the

circumstances require, after consultation with the OeAI directors and/or the Central Administration of the Austrian Academy of Sciences.

- The field work leader has the authority to coordinate with local authorities as circumstances require and will ensure access to medical help and local authorities (police, etc) for Participants.
- In case of sexual misconduct, physical assault, violent behavior or other severe breach of conduct the field work leader will immediately require the accused violator to leave the premises and report the incident to the OeAI directors and the Equal Treatment Office and Human Resources of the Central Administration of the Austrian Academy of Sciences. If the accused violator must stay on-site for safety or other insurmountable reasons, they will be required to stay in their private quarters and are prohibited from further participating in the project.

6 Contact Details

The field work leader will appoint one or more trusted representatives (*Vertrauenspersonen*) for each field site, who shall act as personal contacts for the Participants, in particular but not limited to, the matters set out in this Code of Conduct. If the Participants wish to do so, they may contact the trusted representatives also confidentially. The field work leaders will notify the trusted representatives to the OeAI directors and all Participants engaging in field work, before the respective field work or the travel thereto commences.

Clearing Office against Discrimination

(Clearingstelle gegen Diskriminierung)

gleichbehandlung@oeaw.ac.at

Austrian Archaeological Institute

(Österreichisches Archäologisches Institut)

oeai@oeaw.ac.at

Human Resources

(Personalabteilung)

personal@oeaw.ac.at

OeAW Works Council

(Betriebsrat)

betriebsrat@oeaw.ac.at