

Code of Conduct

The Australian Archaeological Association promotes a harassment-free experience for participants at our event(s). Each year AAA host a conference intended for professional networking and collaboration in the archaeological community.

We encourage the open exchange of ideas and expression and thus require an environment that recognizes the inherent worth of every person and group. An inclusive space free of harassment encourages interaction among diverse groups. We want AAA to be welcoming, and to encourage participants to be involved moving forward.

We are publishing a **Code of Conduct** to clarify what constitutes unacceptable behaviour(s) and to promote high standards of professional practice. It also provides a benchmark for self evaluation and acts as a vehicle for better identity of the community and organization. If you have general questions about codes of conduct, a good place to start is this [code of conduct FAQ](#).

This CoC applies to any participant at AAA events, 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 CoC generally applies to conference and pre-conference events endorsed by AAA. Note that this code supports rather than replaces legal rights and obligations pertaining to any particular situation.

General Responsibilities

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

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

Unacceptable Behaviour

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 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're not appropriate.
- Physical contact and simulated physical contact (eg, 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 also covers communication and interaction which is deemed to be unacceptable behaviour online and it applies to attendance at all AAA events and to all AAA online platforms (e.g. Twitter, Slack, Facebook, WhatsApp, Gitter, LinkedIn, Telegram).

Please use these additional guidelines where engaging in AAA online 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

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 [Annie Ross](#), [Sean Ulm](#) and [Michael Slack](#) or Security or an event organizer 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 a AAA event, 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 can 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 ([Annie Ross](#), [Sean Ulm](#) and [Michael Slack](#)).

Which 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 and for use in the process. Anyone found to have engaged in 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 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

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 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 AAA events.

Malicious or false complaints.

If you are found to have raised a malicious or false complaint against another person in order to prejudice 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

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. 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

Date of last review: 25 November 202