



Institute of  
Archaeologists of  
Ireland

# Code of Professional Conduct

First edition – April 2006

The Code of Professional Conduct has been adopted by the Board of the Institute of Archaeologists of Ireland as the standard by which all members should achieve and adhere to. The Code was ratified by the membership at the membership at the Annual General Meeting in Spring 2006.

## *Contents*

<b>OBJECTIVES OF THE INSTITUTE.....</b>	<b>1</b>
<b>CODES OF CONDUCT .....</b>	<b>2</b>

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## **Objectives of the Institute**

The objectives of the Institute of Archaeologists of Ireland, as defined in the Memorandum and Articles of Association, are as follows:

- I. to promote contact, collaboration and co-operation between professional archaeologists on the island of Ireland and the organisations to which they belong;
- II. to express corporate professional opinions on archaeological matters throughout the island of Ireland;
- III. to improve archaeological standards throughout the island of Ireland, including through the adoption of a Code of Practice and guidelines on professional practice, and the promotion of the continued professional development of its members;
- IV. to establish contact with similar organisations of professional archaeologists, whether national or international in form or scope;
- V. to promote by discussion and action the solution of practical and academic problems of archaeology on the island of Ireland;
- VI. to publish a newsletter at least once annually to be known as '*IAI News*';
- VII. to hold at least one conference annually on a matter or matters related to archaeology, either in conjunction with the Annual General Meeting or otherwise, and to organise the holding of such other conferences, seminars, symposia and related meetings as may be considered appropriate;

## Codes of Conduct

**1.1 The Code of Professional Conduct described here shall apply to all Full Members, Corporate Members, Associate Members, Graduate Members and Student Members, hereafter collectively understood to mean Member of the Institute of Archaeologists of Ireland, hereafter called the Institute.**

**1.2 A member shall undertake not to bring the profession of archaeology into disrepute.** In particular;

- (a) A member shall not use an office or position of trust to attract potential clients.
- (b) A member shall not use their office or position to influence the granting of any form of statutory or other approval or assistance for a commission or project.
- (c) A member shall declare any conflict of interest in any area of their professional practice.
- (d) A member shall not engage in any business which could lead to a conflict of interest or be inconsistent with the proper discharge of his/her/their professional responsibilities and the maintenance of his/her/their professional independence.
- (e) A member, in the conduct of his/her/their archaeological work, shall not offer or accept inducements which could reasonably be construed as bribes.
- (f) A member shall not distort professional advice or recommendations for any reason.
- (g) A member shall not imply skills not attested to by his/her/their qualifications or experience or use

such qualifications in a misleading way.

**1.3 A member shall undertake to perform all archaeological work in accordance with professional standards.** In particular;

- (a) A member shall implement the professional Codes of Conduct outlined in the technical Codes of Conduct from time to time adopted by the Institute, and by so doing, shall conform to a level of professional conduct that will serve the best interests of both the profession and the archaeological resource.
- (b) A member, before accepting an archaeological commission or project, shall satisfy himself/herself/themselves that he/she/they can provide or source the technical, specialist, and administrative resources required to complete it to the professional standards from time to time adopted by the Institute.
- (c) A member shall not offer for reward opinion or recommendations without reference to adequate first-hand inspection of the physical evidence or the consideration of the full evidence available.
- (d) A member shall tender advice both objectively and critically.
- (e) A member, where specialist advice is required, shall at all times seek such advice from a specialist qualified in their given field.
- (f) A member shall ensure a professional standard of reporting of all archaeological information gathered as part of any archaeological commission or project.

- (g) A member shall ensure a professional standard of archiving of all archaeological information gathered as part of any archaeological commission or project.
- (h) A member shall have a duty to maintain a continual professional development and thereby develop their knowledge and professional skills relating to their field of specialisation, and to techniques of fieldwork, conservation, information dissemination, and related areas.
- (i) A member practising in any form of association with a person who is not a member shall ensure that the agreement controlling such association incorporates a requirement that the Code of Professional Conduct and all other Codes of Conduct from time to time adopted by the Institute are observed in all matters pertaining to the practice.
- (j) A member shall report to the Institute any incentive or inducement offered to compromise his/her/their professional standards.

**1.4 Members shall provide a professional service to their client or employer.** In particular;

- (a) A member, by adopting the professional standards outlined in the Codes of Conduct from time to time adopted by the Institute, shall, by so doing, be providing his/her/their client/employer with a professional level of archaeological service.
- (b) A member, when undertaking an archaeological commission or project, shall formulate and submit to the client, and any other prescribed bodies, a Project Design, describing the objectives of the commission or project, the scope of

the professional archaeological services to be provided and any special circumstances.

- (c) Archaeological commissions or projects shall employ a Liaison Framework, as defined in the Codes of Conduct from time to time adopted by the Institute.
- (d) A member will respond promptly and courteously to a client's complaint in relation to the member's professional service.
- (e) A member shall treat the affairs of his/her/their client or employer in strict confidence, except where the professional standards of the Institute have been compromised by the actions of the client or employer. This shall not preclude members from obligations relating to the dissemination of archaeological information.

**1.5 Members shall fully support the principal of facilitating the dissemination of the archaeological results gathered during the course of a commission or project.** In particular;

- (a) A member shall facilitate the production of the Excavations Bulletin.
- (b) A member shall facilitate any other publications projects undertaken by or in association with the Institute.

**1.6 Members shall respect the Intellectual Property of their fellow members.** In particular;

- (a) A member will regard any given research as the intellectual property of the member(s) responsible for it.
- (b) A member shall abide by copyright legislation; in particular a member must obtain written permission for the use of all original material, and

acknowledge the source in any subsequent publication.

- (c) A member shall respect the rights of fellow members to express their opinion, in particular where a member has based such an opinion on the first-hand inspection of the physical evidence or the consideration of the full evidence available.

**1.7 Members shall abide by the legislation governing all aspects of the practice of archaeology. In particular;**

- (a) A member shall abide by the legislation governing sites and monuments and antiquities, in force in the jurisdiction in which the archaeologist is working, in particular; a member shall not under any circumstances personally collect or deal in antiquities, nor shall the member advise for reward any who engage in the trade in antiquities.
- (b) A member acting as an employer shall abide by all relevant employer law, and shall be scrupulous in arranging for the welfare and proper remuneration of the staff engaged.
- (c) A member shall observe all relevant planning, environmental and heritage legislation.
- (d) A member shall observe health and safety legislation, and shall adopt a Safety Statement/Risk Assessment specific to a given archaeological commission or project.

**1.8 A member is required to ensure that this Code of Professional Conduct is observed throughout their membership of the Institute.**