

## Code of conduct

The CBA strives to create a warm and welcoming environment for all. Our code of conduct applies to staff, trustees and other volunteers, consultants working for the CBA, service providers and also to CBA members and guests attending our events or accessing our services.

At the CBA, we believe that our members, every person who works for or with us, volunteers with us or otherwise comes into contact with us should be treated with dignity and respect and feel that they are in a safe and supportive environment.

The CBA recognises its responsibility to create an inclusive culture that does not tolerate inappropriate, discriminatory, offensive or harmful behaviour towards any person who works for, volunteers with, is a member of, or comes into contact with, the charity.

We also strive to make the CBA, both in terms of its office, meetings, events and all other services, a place where people's wellbeing and mental health are valued and promoted, so that anyone working at the CBA or coming into contact with the charity is encouraged to value and invest in their own health and wellbeing.

The CBA:

- stands against and has a clear approach to prevent abuse of trust and power including bullying, intimidation, harassment, discrimination or victimisation in all its activities
- encourages a culture that supports the reporting and resolution of allegations, suspicions or concerns about abuse of any kind or inappropriate behaviour
- ensures that anyone working or volunteering for the CBA understands the expectations placed upon them, and provides the relevant training to support them in meeting their responsibilities
- ensures that anyone who works or volunteers for the CBA, or accesses its services, has access to proper support and advice if they
  - experience or witness unacceptable behaviour
  - raise a concern or make an allegation about the actions of others
  - don't feel safe

CBA staff, volunteers (including trustees) and members who access our services are requested to:

- Communicate and respect boundaries, bearing in mind that they are different for everyone
- Keep any physical contact safe and socially appropriate
- Speak up if something makes you uncomfortable, or if you notice another participant may be uncomfortable
- Listen with an open mind if somebody else speaks up
- Behave with integrity

If you have any questions or complaints or have been made to feel unsafe or unwelcome while attending a CBA event, accessing one of our services, or engaging with any of our team, please follow our complaints procedure <https://new.archaeologyuk.org/complaints-procedure> . You may also discuss any issues informally with any member of staff or contact the Director, Neil Redfern, directly on [neilredfern@archaeologyuk.org](mailto:neilredfern@archaeologyuk.org) or by phoning 01904 671417.