

# ANNUAL REVIEW OF ALLEGATIONS OF MISCONDUCT MADE AGAINST MEMBERS

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**All Registered Organisations and accredited members of ClfA have signed up to adhere to our *Code of conduct* and to carry out work in accordance with the regulations and *Standards and guidance*, and are accountable for their actions. Enquiries into a member’s actions or formal allegations of misconduct can be lodged with ClfA and we will investigate.**

Between February 2016, when we last reported in *The Archaeologist*, and December 2017 the Institute has received

- six formal allegations against individual members of ClfA
- five formal complaints against Registered Organisations
- fifteen non-formal enquiries or pieces of correspondence

A total of 186 hours of staff time was invested in dealing with complaints, a total cost of £6,499. Fees from our legal advisors who assist with potential allegations of misconduct that go forward for further investigation after initial assessment amounted to £28,436.

In accordance with our regulations, a review of our systems for dealing with allegations and complaints was carried out by Rosslyn Stuart, Director of Professional Standards and Development at RTPI, in September 2017. Rosslyn reviewed four cases against individual members that had been completed since December 2015 when the last review was carried out. She found that both complainants and respondents have been fairly treated, but in the interests of improvement recommended that ClfA

- streamline procedures, thereby reducing the resource demand on staff and members and enhancing responsiveness to complainants and respondents
- review effectiveness of existing Terms of Reference and Scheme of Delegation and amend if necessary to enable the recommendation above
- improve records management to support best practice in process and procedures
- reframe and refocus correspondence to explain not only process but purpose and value of the *Code* and Regulations
- develop new guidance that assists the complainant to better marshal and focus their evidence

The recommendations have been reported to the Board of Directors and will be implemented in the handling of future allegations.

A review of the systems for complaints against Registered Organisations will be carried out next.

## **BAJR Guide – Respect: acting against harassment in archaeology**

ClfA welcomes the publication of the latest BAJR guide, *Respect: acting against harassment in archaeology*. The guide is primarily aimed at field archaeologists, whether they be volunteers, students, or those employed within the commercial sector and the organisations who run excavations. It provides an initial point of reference and is designed primarily to signpost services and create procedures to prevent cases of bullying and harassment, including sexual harassment.

**We would encourage members to be aware of this guidance and the routes open to individuals who feel they have been subject to any form of harassment.**

In addition, our professional conduct procedure exists to raise allegations against accredited members of ClfA who may have breached the *Code of conduct* in relation to their professional and ethical behaviour in relation to the study and care of the historic environment. This can also relate to professional conduct in relation to employees, colleagues and helpers. A professional conduct allegation may not be the most effective way of achieving resolution in the event of perceived harassment, and where there is any anticipated or actual civil or criminal proceeding it would take precedence over our own conduct procedures. We would, in the first instance, encourage anyone who thinks they have been subject to harassment to seek support from the organisations identified in this BAJR guide.

