

## **Ethics Policy**

The Institute requires the research it funds to be conducted in an ethical manner. The following considerations shall apply to all projects funded or conducted under the auspices of the BIAA:

- accurate reporting of findings, including a commitment to ensuring others are able to replicate results where possible;
- fair dealing in respect of other researchers and their intellectual property, including the avoidance of plagiarism and ensuring proper citation;
- proper employment conditions for research staff having respect for the provisions of [The Concordat to Support the Career Development of Researchers](#);
- honesty to research staff and students about the purpose, methods and intended and possible use of the research and any risks involved;
- confidentiality of information supplied by research subjects and anonymity of respondents (unless otherwise agreed with research subjects and respondents);
- independence and impartiality of researchers on the subject of the research.

Additionally, some projects may raise one or more of the following special ethical issues:

- the involvement of human participants;
- the involvement of human remains;
- the use of non-human animals;
- destructive analysis of historic artefacts;
- research that may result in damage to the natural or historic environment;
- the use of sensitive social, economic or political data.

Wherever necessary, appropriate consent must be obtained from or on behalf of participants or others affected by the research. Applicants for BIAA funding should indicate whether their proposed research raises any special ethical issues as detailed above. Applicants must confirm their compliance with their institution's ethical guidelines, as well as with this policy.

The BIAA is unable to provide an equivalent level of ethical approval or scrutiny to that offered by a UK Higher Education Institution, which is the level required by most grant funders. BIAA employees and independent researchers must therefore seek collaboration with a suitable UK HEI prior to submitting a grant application to ensure appropriate ethics

approval is obtained. They must also contact the BIAA Research Committee for guidance. This process takes time and so planning ahead is vital.

BIAA consideration is to ensure that:

- the research does not place the subjects/participants at risk;
- the researcher is not placing themselves at risk;
- the research is not placing the BIAA and its reputation at risk;
- all research is compliant with the [General Data Protection Regulation](#) (GDPR).

## **1. General guidelines applying to all research undertaken or funded by the BIAA**

### **1.1 Obligations to publish and disseminate scientific knowledge**

All data, findings and evaluations shall be shared with the wider academic community through publications and open access databases as appropriate and in a timely manner.

### **1.2 Intellectual property rights**

Data and material taken from published or unpublished work of another must be accurately referenced in accordance with academic best practice.

### **1.3 Practices for working with human remains**

All human remains of any period shall be treated with great care, respect and dignity, irrespective of their origin, age, sex, beliefs, customs or traditions. The BIAA requires all researchers working on human remains to adhere to the framework of ethical principles set out in the [World Archaeological Congress's Vermillion Accord on Human Remains \(1989\)](#). Researchers must also understand and adhere to the latest code of ethics stipulated by the [British Association of Biological Anthropology and Osteoarchaeology \(BABAO\)](#).

### **1.4 Use of verified information**

Researchers shall ensure that all data is linked to a source of information that is published or shared through open access platforms, as well as that any material used for any official information and site-based to web-based interpretation is verified and linked to an identified source of information.

For further reference:

American Schools of Oriental Research [Policy on Professional Conduct](#)  
The Chartered Institute of Archaeologists [Code of Conduct](#)

## **2. Research involving excavation**

### **2.1 No illicit trafficking of objects**

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10 Carlton House Terrace London, SW1Y 5AH United Kingdom	+44 (0)20 7969 5204 Facsimile +44 (0)20 7969 5401	biaa@britac.ac.uk Website www.biaa.ac.uk	313940 Companies House Registration 477436

Researchers working on excavations and coming into contact with antiquities must in no way be instrumental in the theft, sale or illegal trafficking of antiquities.

## 2.2 Obligations for preservation and conservation

All archaeological processes must be accompanied by a systematic means of recording, including secure deposit of records, and must consider the future security of the site through relevant consolidation, backfilling and conservation measures. The obligation to conserve includes objects and other material collected during excavation.

## 2.3 Qualifications to undertake works

All research and work undertaken at a site that will in any way impact on the site and its integrity (e.g. archaeology, conservation, geology) shall be undertaken by professionals qualified in the field and with proven professional experience.

## 3. Research involving social science surveys

### 3.1 Recruitment

Potential recruits must be provided with sufficient information to allow them to decide whether or not they wish to participate in the given research project. Recruited individuals shall be free to cease participation at any time without pressure or requirement to give reasons.

### 3.2 Data protection

Researchers must ensure the security of all personal data and research records in their possession and take all reasonable precautions to ensure that participants are not harmed or adversely affected by participation in a given research project or survey.

### 3.3 Legal compliance

All surveys should be carried out in accordance with relevant legislation in the country involved in the given research project, including legal obligations concerning data protection.

## 4. Research directly involving local people and groups

### 4.1 Ethics approval

All research involving the gathering of data from living people must obtain ethical approval from the researcher's institution.

### 4.2 Maintaining the dignity and privacy of the groups concerned

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London, SW1Y 5AH	Facsimile	Website	Companies House Registration
United Kingdom	+44 (0)20 7969 5401	www.biaa.ac.uk	477436

Researchers shall ensure that their research does not risk the safety or compromise the privacy of the people with whom they conduct research.

**4.3 Establishing working relations with local people or groups**

Individuals or groups must be actively consulted to establish working relations that are beneficial to all.

**4.4 Use of photographic and video imagery**

Where legally required, researchers shall seek the permission of living or recently deceased people (or their next of kin) depicted in imagery before such imagery is employed or published in any public domain.