



**UNIVERSITY OF
GEORGIA**

**Franklin College of
Arts and Sciences**

Department of Anthropology

Laboratory of Archaeology

Code of Ethics

Department of Anthropology
Franklin College of Arts and Sciences
University of Georgia
Athens, Georgia

Created 2022

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CODE OF ETHICS

The Laboratory adheres to the highest quality of collections management as outlined in the [Curation of Federally-Owned and Administered Archeological Collections](#). Ethics is a major guiding factor in decision-making, research, and curation within the Laboratory. The Laboratory has a duty to ensure the adherence to professional standards of ethics. In doing so, the Laboratory follows the [Code of Ethics](#) established by USG. Additionally, the Laboratory also abides by the ethics guidelines put forth by the below institutions.

- [Society for American Archaeology](#)
- [Society for Historical Archaeology](#)
- [American Alliance for Museums](#)
- [Society for American Archivists](#)
- [National Park Service Museum Handbook](#)

The Laboratory has broken down specific ethic points. These are listed below.

Stewardship

The Laboratory has a responsibility to be a caretaker and advocate for the collection(s) and/or object(s) within the repository. The Laboratory will commit to making not just ethical but also transparent decisions in the care for the collection(s) and/or object(s) within the Laboratory.

Commercialization

The Laboratory will not buy or sell any collection(s) and/or object(s). The Laboratory will not be involved in appraisal activities including, but not limited to, retaining an appraiser for a private citizen, referring appraisers to private citizens, or vice versa. The Laboratory will not assign commercial value to any collection(s) and/or object(s). The Laboratory will discourage and avoid activities that promote the illegal sale or use of any collection(s) and/or object(s). This restriction does not apply to in-house assessments for UGA insurance purposes.

Diversity

The Laboratory will seek to always ethically document the many social, political, and intellectual viewpoints of the collection(s) and/or object(s). The Laboratory will always endeavor to develop practices that work towards creating an inclusive environment.

Personal Collecting

Laboratory employees are not permitted to start a personal collection that may be in conflict with this policy.

Trust

The Laboratory will not take advantage of the collection(s) and/or object(s) of which it stewards. The Laboratory will operate with professional integrity and avoid conflicts of interest.

Access and Use

The Laboratory commits to continually making collections and objects available to qualified researchers. Qualified researchers consist of professional archaeologists with at least a Master's Degree in Anthropology or Archaeology, an official representative of a federally recognized tribe or nation, a current Registered Archaeologist with the Register of Professional Archaeologists, or students or researchers working with or in the field of archaeology under the supervision of a professional archaeologist. The Laboratory will limit access to site location and other information per [OCGA 50-18-72\[a\]\[10\]](#) and [32CFR229](#).

Public Outreach and Education

The Laboratory has a responsibility to convey information to the wider public that focuses on education about the preservation and interpretation of archaeology and a curated collection(s) and/or object(s). The Laboratory will develop programs that support its mission but also encourage accessibility and participation to the widest possible audience.

Descendant Community Accountability

The Laboratory commits to the ongoing goal of establishing collaborative and transparent relationships with descendant communities (i.e., federally recognized tribes and African American stakeholders) through proactive consultation so that each collection(s) and/or object(s) from those communities is made known and handled with appropriate standards for that community.

Intellectual Property

The Laboratory adheres to UGA's policy on intellectual property laws. See the following link for definitions: <https://research.uga.edu/documents/intellectual-property/#1496427553132-23656f5f-ab7c>.

Public Reporting and Publication

The Laboratory requires copies of publications and reports from all research conducted on a collection(s) and/or object(s) and requires those copies to be sent to descendant communities where applicable.

Records and Preservation

The Laboratory will actively work towards the long-term preservation for associated documentation from a collection(s) and/or object(s) within the Laboratory.

Training and Resources

The Laboratory will focus on the training and other support necessary to students, employees, outside researchers, descendant communities, and wider public who engage in archaeological research so that projects are conducted in a manner that reflects the current acceptable standards and Laboratory policies.

Safe Education and Workplace Environment

The Laboratory will foster a supportive and safe learning, working, and research environment for students, visitors, and employees. The Laboratory follows UGA's policies. See the following link for more information: <https://provost.uga.edu/policies/academic-affairs-policy-manual/6-01-university-of-georgias-environmental-health-and-safety-policy/>.

NAGPRA

The Laboratory will work toward repatriating all UGA-controlled NAGPRA collections and objects.

- To preserve the cultural significance of NAGPRA collections, it is the policy of the Laboratory to treat NAGPRA collections curated in our facilities with the utmost dignity and respect, as well as to consider living descendants in their care. NAGPRA materials curated at the Laboratory are currently located in a separate, climate-controlled, secure area with restricted access. Only authorized staff have access to these areas.
- No future research (including but not limited to photographs, analysis, and publications) on NAGPRA collections is allowed without express and written consent from the owning institution and culturally affiliated Tribe(s). Due to the sensitive nature of these collections, all handling is coordinated in accordance with applicable state and federal laws in addition to specific care and handling preferences from the Tribe(s)

Gifts and Conflict of Interest

Laboratory employees abide by the rules and regulations set forth by [USG regarding gifts and conflicts of interest](#).

8.2.18.1.4 Code of Conduct

- Uphold the highest standards of intellectual honesty and integrity in the conduct of teaching, research, service, and grants administration.
- Act as good stewards of the resources and information entrusted to our care.
- Perform assigned duties and professional responsibilities in such a manner so as to further the USG mission.
- Treat fellow employees, students, and the public with dignity and respect.
- Refrain from discriminating against, harassing, or threatening others.
- Comply with all applicable laws, rules, regulations, and professional standards.
- Respect the intellectual property rights of others.
- Avoid improper political activities as defined in law and Board of Regents Policy.
- Protect human health and safety and the environment in all USG operations and activities.
- Report wrongdoing to the proper authorities, refrain from retaliating against those who do report violations, and cooperate fully with authorized investigations.
- Disclose and avoid improper conflicts of interest.
- Refrain from accepting any gift or thing of value in those instances prohibited by law or Board of Regents' policy.
- Not use our position or authority improperly to advance the interests of a friend or relative.

8.2.18.2.1 Conflicts of Interest and Apparent Conflicts of Interest

Each University System of Georgia (USG) employee shall make every reasonable effort to avoid actual or apparent conflicts of interests. An apparent conflict exists when a reasonable person would conclude from the circumstances that the employee's ability to protect the public interest, or perform public duties, is compromised by a personal, financial, or business interest. An apparent conflict can exist even in the absence of a legal conflict of interest. USG employees are referred to State Conflict of Interest Statutes O.C.G.A. § 45-10-20 through § 45-10-70 and institutional policies governing professional and outside activities.

Each USG employee has an ongoing responsibility to report and fully disclose any personal, professional, or financial interest, relationship, or activity that has the potential to create an actual or apparent conflict of interest with respect to the employee's USG duties.

Institutions shall adopt guidelines governing conflicts of interest and may further define methods of reporting conflicts of interest, how to manage said conflicts, and terms used within

this policy section, so long as such guidelines and definitions are not inconsistent with this policy.

Conflicts of Interest – Research and Institutional

The USG recognizes the benefits of collaboration and commercialization with the private sector and other third-party entities that supports the USG mission. The resulting relationships and agreements, however, must not undermine the public's trust, compromise the integrity of the USG mission, or inappropriately influence teaching, research, and service activities. Under no circumstances should a grant, gift, contract or other funding be accepted that limits the ability of USG employees to conduct or report the results of research in accordance with applicable scientific, medical, professional, and ethical standards.

8.2.18.4 Gratuities

A University System of Georgia (USG) employee shall not directly or indirectly solicit, receive, accept, or agree to receive a thing of value by inducing the reasonable belief that the giving of the thing will influence his or her performance or failure to perform any official action. The acceptance of a benefit, reward, or consideration, where the purpose of the gift is to influence an employee in the performance of his or her official functions, is a felony under O.C.G.A. § 16-10-2.

A USG employee, or any other person on his or her behalf, is prohibited from knowingly accepting, directly or indirectly, a gift from any vendor or lobbyist as those terms are defined in Georgia statutes (O.C.G.A. §§ 21-5-70(6) and 45-1-6(a)(5)). If a gift has been accepted, it must be either returned to the donor or transferred to a charitable organization.

A gift may be accepted by the employee on behalf of the institution subject to reporting requirements of the Board of Regents. If the gift is accepted, the person receiving the gift shall not maintain custody of the gift for any period of time beyond that reasonably necessary to arrange for the transfer of custody and ownership of the gift.

For purposes of this policy a gift is defined as lodging, transportation, personal services, a gratuity, subscription, membership, trip, loan, extension of credit, forgiveness of debt, advance or deposit of money, or anything of value.

A gift shall not include:

1. Food or beverage consumed at an occasional meal or event, provided the value is reasonable under the circumstances but in no event exceeds \$100 per person.
2. Food, beverages, and registration at group events to which substantial numbers of employees of the University System Office or a USG institution are invited.
3. Food, beverage, or expenses afforded employees, relatives or others that are associated with normal and customary business or social functions or activities.

4. Actual and reasonable expenses for food, beverages, travel, lodging and registration provided to permit participation in a meeting, demonstration, or training related to official or professional duties if participation has been approved in writing by the Chancellor, the President, or his/her designee.
5. Promotional items generally distributed to the general public.
6. Textbooks, software, and instructional materials to be reviewed by teaching faculty.
7. An award, plaque, certificate, memento, or similar item given in recognition of the recipient's civic, charitable, political, professional, private or public service or achievement.
8. Legitimate salary, honoraria, benefit, fees, commissions, or expenses associated with the recipient's non-public business, employment, trade, or profession.
9. Gifts from a person or entity who is neither a lobbyist nor a vendor as those terms are defined in State Statutes, nor a student or patient at an institution.
10. Consulting fees, honoraria, or financial benefits from sponsors or foundations, received in conformance with USG policies, institution policies, and Georgia law.
11. Gifts to or from USG foundations or other separately incorporated, charitable entities.