

Colorado Council of Professional Archaeologists

CODE OF ETHICS

(Adopted 28 October 1978)
(Amended 9 March 1990)
(Amended 24 March 1995)
(Amended 15 March 1997)
(Amended 11 March 2021)

Archaeology is a profession, and the privilege of professional practice requires professional morality and professional responsibility, as well as professional competence, on the part of each practitioner.

In 2021, the CCPA became an Affiliated Society of the Register of Professional Archaeologists. As such, CCPA members are expected to hold themselves to the highest ethical standards—both as set forth in the RPA's Code and Standards and as set forth herein. Membership is a privilege and a responsibility. The CCPA Review Committee will review any reported and alleged breaches of the Code of Ethics.

I. A CCPA Member's Responsibility to the Public

1. A CCPA member shall:
 - a) Recognize a commitment to represent archaeology and its research results to the public in a responsible manner;
 - b) Actively support conservation of the archaeological resources base;
 - c) Respect the close relationship between the unique archaeological record of Colorado and its indigenous peoples, encouraging partnerships with tribal communities in archaeological research based on mutual sharing of knowledge and expertise. Make every reasonable effort in good faith to consult actively with, be sensitive to, and address the concerns of groups whose culture histories are the subjects of archaeological investigations;
 - d) Avoid and discourage exaggerated, misleading, or unwarranted statements about archaeological matters that might induce others to engage in unethical or illegal activity;
 - e) Support and comply with the terms of the UNESCO Convention on the means of prohibiting and preventing the illicit import, export, and transfer of ownership of cultural property, as adopted by the General Conference, 14 November 1970, Paris.
2. A CCPA member shall not:
 - a) Engage in any illegal or other conduct violating this code which involves archaeological matters or knowingly permit the use of his/her name in support of any illegal or unethical activity involving archaeological matters;
 - b) Give a professional opinion, make a public report, or give legal testimony involving archaeological matters without being as thoroughly informed as might reasonably be expected.
 - c) Engage in conduct involving dishonesty, fraud, deceit or misrepresentation about

archaeological matters;

- d) Undertake any research that affects the archaeological resource base for which she/he is not qualified;
- e) Employ personnel for either direction of field work or for independent unsupervised field work who do not meet the following criteria:
 - (i) Have a graduate degree in archaeology, anthropology, or closely related field, or equivalent training accepted for accreditation purposes by the Society of Professional Archaeologists.
 - (ii) Have a minimum of 16 months of professional experience, archaeological field work, or library research as appropriate to the job
 - At least 4 months experience in general North American archaeology.
 - At least 6 months supervisory experience.¹
 - (iii) Have a demonstrated ability to carry research to completion, usually evidenced by timely completion of theses, reports, or similar documents.
 - (iv) If supervising prehistoric archaeological work, the archaeologist shall have had at least 1 year's experience in prehistoric archaeological research.
 - (v) If supervising historic archaeological work, the archaeologist shall have had at least 1 year's experience in historical archaeology.

II. A CCPA Member's Responsibility to his/her Colleagues

1. A CCPA member shall:
 - a) Give appropriate credit for work done by others;
 - b) Keep informed and knowledgeable about developments in his/her field or fields or specialization;
 - c) Accurately, and without undue delay, prepare and properly disseminate a description of research done and its results; project summary reports and syntheses of major projects are appropriately published in the Council's newsletter;
 - d) Communicate and cooperate with colleagues having common professional interests;
 - e) Give due respect to colleagues' interests in, and rights to, information about sites, areas, collections, or data where there is a mutual active or potentially active research concern;
 - f) Know and comply with all laws applicable to his/her archaeological research, as well as with any relevant procedures promulgated by duly constituted professional organizations;
 - g) Report knowledge of violations of this Code to proper authorities as specified in the

¹ Individuals who lack supervisory experience but who qualify in all other respects and who, in the best judgments of the principal investigator and the responsible management agency, are prepared for supervisory responsibility, may be employed in supervisory or independent positions on a probationary basis until the 6-month experience requirement is met. The principal investigator must, in these cases, be prepared to assume full responsibility for the actions of the probationer.

Bylaws;

- h) Properly record and promptly report any and all cultural manifestations defined as antiquities by Federal or State regulation;
 - i) Provide equitable and fair compensation to all employees or project participants within the limits of project funding.
2. A CCPA member shall not:
- a) Falsely or maliciously attempt to injure the reputation of another archaeologist;
 - b) Commit plagiarism in oral or written communication;
 - c) Undertake research that affects the archaeological resource base unless reasonably prompt, appropriate analysis and reporting can be expected;
 - d) Refuse a reasonable request from a qualified colleague for research data;
 - e) Solicit employees from other active projects without first consulting with the principal investigators on those projects;
 - f) Agree in any contract to permanently, suppress archaeological data from the professional community;
 - g) Condone or aid in the misuse of the sponsoring institution's Antiquities permit or auspices by any other individual or agency.
3. Discrimination and Harassment:
- a) CCPA members deserve safe, harassment- and discrimination-free environments in all CCPA professional settings, including, but not limited to, fieldwork and conferences. Members are responsible for training the next generation of archaeologists and this responsibility involves fostering a supportive and safe environment for students and trainees. Members are expected to follow national and state-specific laws and workplace/institutional policies that pertain to harassment and discrimination. Members will ensure that the work conducted in settings in which they have professional responsibility is conducted so as to avoid violations of these laws and policies, in order to maintain harassment- and discrimination-free, safe, and respectful work and learning environments. An additional responsibility of Members is to report discrimination and harassment in order to ensure protection of members at CCPA events.
 - b) Definitions:
 - (i) Harassment includes offensive comments or behavior related to gender, gender identity and expression, age, sexual orientation, disability, physical appearance, body size, race, military service and status, individual lifestyle, marital status, physical or cognitive abilities, political affiliation, ethnicity, nationality, or religion (or lack thereof). Harassment can include bullying, defined as mistreatment through humiliation, intimidation, or sabotage of performance. Harassment also includes showing sexual images in public spaces, deliberate intimidation, stalking, following, harassing through non-consensual photography or recording, sustained disruption of talks or other events, inappropriate physical contact, and unwelcome sexual attention/harassment. Sexual language and imagery is not appropriate for

any CCPA-related venue including: talks, workshops, parties, associated social media and other online media; and in the field. Specific allowances can be given in relation to research presentations and work that includes considerations of sexuality or sexual representations in the past. In these cases the CCPA urges the presenter/author to provide content warnings. Harassment also includes any type of retaliation in response to reports calling out these types of behaviors. Hostility toward or intimidation of any individual may also be sexual harassment, as defined below.

- (ii) Sexual harassment is defined as deliberate and unsolicited verbal comments, gestures, or physical contact that is unwelcomed. This includes suggestion that any person's promotion, employment, compensation or treatment is in any way contingent upon or related to their participation in or rejection of conduct of a sexual nature. Sexual harassment also includes unwanted romantic or sexual advances, suggestive comments including sexual jokes, showing or discussing pornography, or unwanted verbal or physical conduct of a sexual nature.
- (iii) Discrimination is an action that denies individual's rights and fair treatment based on their gender identity and expression, age, sexual orientation, disability, physical appearance, body size, race, military service and status, individual lifestyle, marital status, physical or cognitive abilities, political affiliation, ethnicity, nationality, or religion (or lack thereof). Discriminatory actions taken by individuals can be considered harassment. Discrimination is a violation pursuant to the Civil Rights Act of 1964, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1972, the Age Discrimination in Employment Act, and other applicable laws as appropriate to the situation at hand.

III. CCPA Member's Responsibility to Employers and Clients

1. A CCPA member shall:
 - a) Respect the interests of his/her employer or client, so far as is consistent with the public welfare and this Code and Standards;
 - b) Refuse to comply with any request or demand of an employer or client which conflicts with this Code or Standard;
 - c) Recommend to employers or clients the employment of other archaeologists or expert consultants upon encountering archaeological problems beyond his/her competence.
 - d) Exercise reasonable care to prevent his/her employees, colleagues, associates and others whose services are utilized by him/her from revealing or using confidential information. Confidential information means information of a nonarchaeological nature gained in the course of employment which the employer or client has requested be held inviolate, or the disclosure of which would be embarrassing or would be likely to be detrimental to the employer or client. Information ceases to be confidential when the employer or client so indicates or when such information becomes publicly known.
2. A CCPA member shall not:
 - a) Reveal confidential information, unless required by law;

- b) Use confidential information to the disadvantage of the client or employer; or
- c) Use confidential information for the advantage of himself/herself or a third person, unless the client consents after full disclosure;
- d) Accept compensation or anything of value for recommending the employment of another archaeologist or other person, unless such compensation or thing of value is fully disclosed to the potential employer or client;
- e) Recommend or participate in any research which does not comply with the requirements of the Standards of Research Performance.
- f) Reveal confidential information about, or the location of, American Indian religious/sacred sites unless required by law.

Standards of Research Performance

The research archaeologist has a responsibility to attempt to design and conduct projects that will add to our understanding of past cultures and/or that will develop better theories, methods, or techniques for interpreting the archaeological record, while causing minimal attrition of the archaeological resource base. In the conduct of a research project, the following minimum standards should be followed:

- I.** The archaeologist has a responsibility to prepare adequately for any research project whether or not in the field. The archaeologist must:
 - 1. Assess the adequacy of his/her qualifications for the demand of the project, and minimize inadequacies by acquiring additional expertise, by bringing in associates with the needed qualifications, or by modifying the scope of the project;
 - 2. Inform themselves of relevant previous research;
 - 3. Develop a scientific plan of research which specifies the objectives of the project, takes into account previous relevant research, employs a suitable methodology, and provides for economical use of the resource base (whether such base consists of an excavation site or of specimens), consistent with the objectives of the project;
 - 4. Ensure the availability of adequate staff and support facilities to carry the project to completion; and of adequate curatorial facilities for specimens and records;
 - 5. Comply with all legal requirements, including, without limitation, obtaining all necessary governmental permits and necessary permission from landowners or other persons;
 - 6. Determine whether the project is likely to interfere with the program or projects of other scholars and if there is such a likelihood, initiate negotiations to minimize such interference.
- II.** In conducting research, the archaeologist must follow his/her scientific plan of research, except to the extent that unforeseen circumstances warrant its modification.
- III.** Procedures for field survey or excavation must meet the following minimum standards:
 - 1. If specimens are collected, a system for identifying and recording their proveniences must be maintained.

2. Uncollected entities such as environmental or cultural features, depositional strata, and the like, must be fully and accurately recorded by appropriate means, and their location recorded.
 3. The methods employed in data collection must be fully and accurately described. Significant stratigraphic and/or associated relationships among artifacts, other specimens, and cultural and environmental features must also be fully and accurately recorded.
 4. All records should be intelligible to other archaeologists. If terms lacking commonly held references are used, they should be clearly defined.
 5. Insofar as possible, the protection of the resource base must be considered. For example, upper levels of a site must be scientifically excavated and recorded, even if the focus of the project is on underlying levels.
- IV.** During accessioning, analysis, cataloging and storage of specimens and records in the laboratory, the archaeologist must take precautions to ensure that correlations between the specimens and the field records are maintained, so that provenience, contextual relationships and the like are not confused or obscured.
- V.** Specimens and research records resulting from a project must be deposited with an organization with permanent and adequate curatorial facilities, and which permits access by qualified researchers.
- VI.** The archaeologist has responsibility for dissemination of the results of his/her research to the appropriate constituencies with reasonable dispatch.
1. “Dissemination” refers to, but is not limited to, the distribution of information by such means as publications, electronic media, copies of reports, professional presentations, abstracts, and/or letters.
 2. “Constituencies” are defined to include, but are not limited to, colleagues, sponsoring organizations and agencies, research and educational institutions, groups whose culture histories are the subject of archaeological investigation, the avocational community, and/or other interested publics.
 3. Requests from qualified colleagues for information on research must be honored, if consistent with the researcher's prior rights, to publication and with her/his other professional responsibilities.
 4. Failure to complete a full scholarly report within 10 years after completion of a field project shall be construed as a waiver of an archaeologist's right of primacy with respect to analysis and publication of the data. Upon expiration of such 10-year period, or at such earlier time as the archaeologist shall determine not to publish the results, such data should be made fully accessible for analysis and publication to other archaeologists.
 5. While contractual obligations in reporting must be respected, archaeologists should not enter into a contract which prohibits the archaeologist from including his or her own interpretations or conclusions in contractual reports, or from a continuing right to use the data after completion of the project.
 6. Archaeologists have a responsibility to not disseminate information in a manner which encourages vandalism.

Organizational Standards

Archaeological research involving collection of original field data and/or acquisition of specimens requires adequate facilities and support services for its successful conduct, and for proper permanent maintenance, security, and accessibility of the resulting collections and records. A full-scale archaeological field project will require the following facilities and services:

- Office space and furniture.
- Laboratory space, furniture, and equipment for analysis of specimens and data, and any appropriate special facilities.
- Space, facilities, and equipment for proper maintenance and security of collections and records. Field equipment such as vehicles, GPS and surveying instruments, etc.
- A research library.
- Administrative and fiscal control services.
- Technical specialists such as photographers, curators, GIS specialists, conservators, etc.
- Publication services.

All the foregoing facilities and services must be adequate for the scope of the project.

Not all archaeological research will require all of the foregoing facilities and services, but a full-scale field project will. Likewise, all institutions engaging in archaeological research will not necessarily require or be able to furnish all such facilities and services from their own resources. Institutions lacking certain facilities or services should arrange for them through cooperative agreements with other institutions.

Violations of the Code of Ethics or the Meeting Policy and Code of Conduct

I. Cause for action:

Any breach of the RPA Code of Conduct and Standards, this CCPA Code of Ethics, or the CCPA Annual Meeting Policy and Code of Conduct.

II. Parties to the actions.

1. The actions may be taken by or against any member of the Council at the discretion of the Review Committee.
2. Any CCPA member, including supervisors and students, is responsible for their actions regarding a breach of the Code of Ethics.
3. Only members may lodge complaints, and only against other members.

III. Formation of Review Committees

1. The President shall appoint an Ethics Coordinator who shall chair all ethics review committees but shall not vote on these committees. The Executive Committee shall consult with the Ethics Coordinator when offering informal opinions on ethical matters (see Section 10). In the absence of a formal complaint, the Ethics Coordinator may bring ethical issues to the attention of the Executive Committee.

2. A separate, ad hoc Review Committee shall be established for each complaint.
3. Membership of the Review Committee:
 - a) The President, at the start of their term, shall draw by lot the names of five Voting Members to serve on the Committee for that year, in addition to the Ethics Coordinator. Members excluded from the Committee under provisions of e. and g. i.-v. below of this Article shall not be included in the drawings. No single gender will account for more than three members of the Committee.
 - a) The selected Review Committee members shall serve as the standing Review Committee between the dates of their selection and the formation of the next Review Committee, the following year. A separate Review Committee shall be established for each complaint, should multiple complaints arise in one year.
 - b) Review Committee members will have no responsibilities, until such a time that they are notified that an active complaint is under review by the President.
 - c) The Ethics Coordinator shall serve as Chair of the Review Committee.
 - d) No other members of the Executive Committee shall serve on the Review Committee.
 - e) No CCPA member may refuse membership or service on a Review Committee except in demonstrated cases of conflict of interest or severe hardship.
 - f) Conflict of interest: No Council member shall sit on a Review Committee if any of the following conditions are met. Any unusual or special circumstances believed to exist may be referred to the Board for resolution:
 - (i) Employer, employee, or supervisor of either party to a complaint.
 - (ii) Member, employee, or associate of the same Federal or State agency, or educational institution, as either party.
 - (iii) Relative of, or in relationship with, either party.
 - (iv) Employee or associate of the same corporation, or subsidiary of a corporation, employing either party.
 - (v) Current advisor-student relationship with either party.
 - g) Each party to an investigation shall be permitted to challenge without explanation two selections for the five-member Committee. Should members be challenged, the President shall draw lots for replacements, as outlined above.
4. Responsibilities and Process
 - a) Although the President shall be present at the meetings, the Ethics Coordinator shall preside at all Review Committee meetings.
 - b) The complainant and the accused must both be present (either in person or virtually) at the initial and final Review Committee meetings. Attendance at other Review Committee meetings is at the discretion of the Committee.
 - c) The complainant must provide all documentation of the complaint as requested by the Review Committee.
 - d) Copies of all documentation shall be provided to the accused by the Review Committee.

- e) The Council shall bear all costs for reproduction and dissemination of all documents.
- f) Only the Review Committee shall make notification of the results of its deliberations. There shall be no circulation of the results of Review Committee proceedings prior to the results of the process.
- g) Actions: Case decisions shall be made by a minimum of four out of five votes in the Ethics Review Committee. The vote shall be by secret ballot. The Ethics Coordinator and President shall not vote. The President will notify the complainant and accused of the results.

IV. Procedures

1. Lodging of Complaints
 - a) All complaints from members shall be made in writing, in letter form to the Ethics Coordinator and signed/dated by the complainant. If the Ethics Coordinator is named in a complaint the President shall name a new Ethics Coordinator for the subsequent review.
 - b) Complaints submitted at conferences or other CCPA-sponsored events will be investigated in a timely manner to address any actions that need to be taken during the event. Complaints at conferences do not need to be made in writing, although subsequent written documentation will be requested. The initial review will occur within 24 hours. Although interim actions may be taken at the event, the subsequent review will follow the procedures outlined below.
 - c) All complaints shall include adequate documentation or confirmatory evidence such as, but not exclusively limited to, the following:
 - (i) detailed description of the offense,
 - (ii) dates,
 - (iii) places,
 - (iv) maps, drawings, photos, or other graphic documents.
 - d) Accusations lacking adequate documentation will not be acted upon.

V. Actions.

1. The Review Committee is empowered to take appropriate actions to resolve a conflict. All decisions made by the Review Committee will be made in its best judgment based on its expertise and with the utmost due diligence and sensitivity. The Review Committee will assess complaints based on professional standards, documentation and available information. The Review Committee may also seek consultation with outside professionals in its sole but reasonable discretion. Review Committee actions may include warnings, censure, suspension, and expulsion from the organization. The Review Committee may ask a member to leave a CCPA conference, or other sponsored event for behavior that violates the professional standards set forth herein, following the initial determination that the complaint has merit, but prior to full evaluation and resolution of the complaint.
2. Decisions shall be made by a minimum of four out of five votes in the Review Committee. The Ethics Coordinator and President shall not vote. The President will

notify the complainant and accused of the results.

3. Written notice of action shall be delivered to the complainant and accused.
4. Actions may be appealed, per the process outlined below.
5. While the CCPA is serving as an Affiliated Society to the Register of Professional Archaeologists (RPA), the CCPA can rely on the RPA's Grievance Committee to evaluate complaints, who is better suited to evaluate grievances. The Register's Grievance Committee will evaluate any complaint made against a CCPA member who is also listed on the RPA; in these situations the Review Committee will assist the Grievance Committee as necessary. The RPA Grievance Committee can provide assistance to the Review Committee, but will not evaluate the complaint, for CCPA members who are not RPAs. The RPA does not require that their Grievance Committee review be done concurrently with a CCPA Review Committee review. The RPA's determination of an appropriate action is not required to be echoed by the CCPA Review Committee's determination. Sections 6 and 7 below outline situations where the Review Committee takes the lead, or performs a concurrent review, of a complaint.

VI. Schedule

1. Within 30 days of receipt of a complaint, the Review Committee shall determine whether or not documentation is adequate to proceed. The parties shall be notified by Certified mail on the date that the Review Committee determines documentation to be adequate; the Executive Committee shall also be notified. Each party to the investigation has 14 calendar days from this notification to challenge one selection of the five-member Review Committee.
2. The first meeting of the Review Committee shall take place no later than 60 days following the acceptance of the complaint.
3. A decision concerning the action to be taken with regard to a complaint shall be made by the Review Committee within 60 days of the first meeting.
4. Requests for appeals of Review Committee actions must be made to the Ethics Coordinator within 30 days of notification of the action.

VII. Appeals

1. Appeal of Review Committee actions may be requested by either party to a complaint. Requests for appeals of Review Committee actions must be made to the Ethics Coordinator within 30 days of notification of the decided-upon action.
2. Overturning Review Committee actions.
 - a) The party to the complaint that did not request the appeal will be notified within 7 calendar days from the request for an appeal.
 - b) If requested by the either the complainant or accused, the appeal will be heard by an Appeal Review Committee (ARC). The ARC will be formed through the process outlined above (Section 3), and will not include any members who sat on the original Review Committee for the complaint.

- c) The ARC will be formed within 30 days following the notification of both parties of the request for an appeal.
- d) Each party to the investigation has 14 calendar days from the formation of the ARC to challenge up to one selection.
- e) The first meeting of the ARC will be held within 60 days of both parties having notice of the appeal.
- f) The ARC will come to a decision to uphold or overturn the previous Review Committee's decision within 90 days of their first meeting. A successful appeal requires a unanimous vote of the voting ARC members. The vote shall be by secret ballot.

VIII. Voluntary Review:

Any member may request a review of his/her performance in specific cases by means of the procedures outlined above with the proviso that adequate documentation be provided by the requester.

IX. Ethical Opinion

Upon receipt of a formal, written request for an ethical opinion, the Executive Committee in consultation with the Ethics Coordinator can provide an informal opinion on the ethical matter, if the Executive Committee deems it appropriate.

X. Tracking

Information obtained during any of the steps in the process will be archived by the President and Ethics Coordinator, who presided over the Review, for a maximum of seven years, although the Review Committee may suggest a shorter period on a case-by-case basis. This information will be kept confidential to protect the complainant and any witnesses from potential retaliation. In the case of an Ethics Complaint for which a Review Committee is being formed, the sitting President/Ethics Coordinator will contact the Presidents and Ethics Coordinators from the previous five years. Only in cases where an accused has had a previous complaint within this period of time will past information be pulled and presented to the Review Committee.

XI. Future Implications:

The Ethics Coordinator shall track information related to CCPA member suspensions due to Ethics violations. Any CCPA member who has been suspended for a breach of the Code of Ethics may have this action taken into consideration with potential negative consequences in the future if said individual is nominated as an officer or a CCPA Fellow.