

## **CODE OF CONDUCT**

*The Code of Conduct below can be adapted to meet the needs of each institution. It provides a suitable format to set an expectations framework for participants on supervised fieldwork. It should be should be circulated for completion during planning or briefing meetings rather than once the fieldwork has actually started.*

### **FIELDWORK POLICY**

***(to be appended to the student information pack as a return slip)***

Fieldworkers are considered representatives of the University for the duration of the fieldwork, including during leisure or periods of 'downtime'. Their actions throughout this time will represent not only their own personal values but also those of the institution. Anyone that a fieldworker meets or interacts with, will judge our organisation by how they have conducted themselves. Essentially, all fieldworkers are ambassadors for the Institution.

This Code of Conduct defines the minimum expected standards of behaviour that all fieldworkers should conform to during any fieldwork.

The Fieldwork leader and their appointed deputies are responsible for discipline during the fieldwork. They should lead by example. While engaged on fieldwork the decision of the fieldwork leader on matters of conduct is final.

All fieldworkers should:

1. Follow the reasonable instructions of their fieldwork leader.
2. If visiting another organisation, comply with the rules of that organisation.
3. If travelling abroad comply with all laws of the country visited.
4. Comply with health and safety arrangements for the work.
5. Not behave in a manner which could damage the reputation of the Institution during work and leisure time.
6. Respect the social and cultural beliefs of their hosts. This includes modesty in dress if required by local customs or religious observance.
7. If drinking alcohol, this should be done responsibly and within the boundaries of local laws and customs.
8. Keep the Person in Charge, or delegate, informed of whereabouts and intended time of return, if going out independently, including during personal time.

**(The Fieldwork leader should ensure fieldworkers are both aware of this general code of conduct and any specific standards of behaviour necessary in the course of the fieldwork, e.g. specific rules of the host organisation or cultural expectations in the location to be visited. These points may be added to the list provided above.)**

I agree to abide by this Code of Conduct:

Signed:

Date: