

The Catalan Institute of Classical Archaeology (ICAC) Code of Ethics

With the aim of improving compliance with its objectives, the Catalan Institute of Classical Archaeology decided to adopt a series of values, principles and standards designed to inspire the conduct of the members of the institution.

The code of ethics is a reference for the whole community and its obligatory nature is established on the basis of the moral reasons that justify it. Its strength lies exclusively in the commitment acquired by everyone who belongs to the community to respect a series of common values and principles.

In this respect, the code of ethics is not a legal standard, but rather a series of standards of behaviour to be followed by the people in the research institution and in all other areas involved, who further commit to ensuring that it is known and applied.

Objectives

The purpose of this code is to bring together a series of ethical commitments and to make them visible in both the functioning of the institution and its relationship with the public, because:

- a) It serves as a letter of introduction to the public of the general values, principles and commitments of the Institute.
- b) It facilitates the sharing of reference guidelines for the actions of the different agents in our community.
- c) It offers a general guide to the ethical principles and values that inspire the diversity of standards and regulations that are applied at the Institute.

Area of application

The code of ethics is aimed at all ICAC personnel, visiting personnel and personnel linked to the institution, who adopt this code and apply it in favour of the honesty and integrity of their activity. The code is also applicable in the relationships between the Institute and the firms and institutions that cooperate with the ICAC or for whom it provides services.

The ICAC's Mission

The Catalan Institute of Classical Archaeology is a public research centre in classical archaeology established by the Government of Catalonia and the Rovira i Virgili University (URV) with the participation of the Interuniversity Council of Catalonia. Its purpose is to research and disseminate classical civilisation and culture and impart higher education courses in the field.

The ICAC is a consortium of the Government of Catalonia and the Rovira i Virgili University. It is a public legal entity of an institutional nature and it has its own legal status for carrying out these objectives.

The Institute undertakes its tasks with the cooperation and the synergies of the universities and research institutions of Catalonia that work in the same field. Its

objective is to become an international scientific benchmark in this area. As a research centre, it has established research lines and programmes and has assigned research personnel.

The ICAC's commitment in complying with these values (commitment, creativity, learning, innovation, leadership, respect and vocation to serve) has led its scientific activity to be carried out in accordance with the European Charter for Researchers, for which the ICAC has been awarded the seal of excellence in Human Resources from the European Union (HSR4R), following the applicable procedures and quality standards and in compliance with the current legislation.

Ethical codes adhered to by the ICAC

As a centre of classical archaeology in Catalonia, the ICAC has adopted the Deontological Code of the Archaeology Professional of the Association of Archaeologists of Catalonia (Ad'AC). This contains the ethical principles for the regulation of the profession of archaeologist and is complementary to the current legislation on matters of archaeological heritage, regulated under Act 16/1985 of 25 June, for Spanish historic heritage, and Act 9/1993 of 30 September, for Catalan cultural heritage, as well as the ICOM Code of Ethics to which the ICAC subscribes as a member of said institution. These codes are attached as Annexes 1 and 2.

Likewise, as a research institute, the ICAC has adopted, as a basic code of ethics for research, that drawn up by the European Science Foundation in 2011 and revised in 2017. This code, the European Code of Conduct for Research Integrity, is aimed at investigators in both public and private research centres and sets out the guidelines institutions should follow in order to respect scientific integrity. These codes are attached in Annexes 3 and 4.

Moreover, the ICAC, as a public legal entity, is subject to the ethical and behavioural principles set out in Article 52 and the following articles of Royal Legislative Decree 5/2015 of 30 October, which approved the consolidated text of the Basic Public Employee Statute Act.

General values and principles for all the members of the Institute

The personnel in all areas of the Institute, visiting researchers and grant-holders undertake their activity while respecting the general values and ethical principles detailed below:

Dignity

The necessary resources will be provided so that all areas of the Institute have dignified working, professional and teaching conditions.

Diversity

They commit to apply and respect the policies of gender, promotion and acceptance of cultural plurality, and respect for diversity in all the manifestations compatible with human dignity and universal human rights.

Respect

Respectful treatment is a general value that must be present in all behaviour of the personnel in any area and must be reflected in all the activities of the community.

Honesty

All members of the Institute must understand clearly that when they act in the name of the ICAC, their actions, opinions and behaviour are associated with it. No member of the ICAC should contribute to prejudicing the external image of the Institute through any action that is solely of a personal nature.

Participation

The members of the Institute have complete freedom to formulate the proposals and actions necessary for maintaining and improving the activity of the centre, fostering dialogue and rendering accounts with the scientific community and society as a whole.

Cooperation

Special attention will be paid to the relationship with society in general, with the aim of consolidating a culture based on the flexibility, social commitment and construction of institutional links based on cooperation.

Quality

Emphasis will be placed on achieving excellence in investigative activities, teaching and research management and support.

Innovation

Entrepreneurial initiatives will be fostered, as well as the creativity of the persons who make up the community.

Integrity

The members of the Institute must ensure at all times the integrity of their actions, in both the academic and scientific areas, fostering recognition of teamwork and the veracity of their actions.

Open knowledge and dissemination of values

Emphasis will be placed on the dissemination of knowledge, with suitable respect for the authorship of the ideas, materials or documents used. A series of values associated with the scientific activity, including freedom, equality, dialogue and critical awareness, will also be made known to society.

Sustainability and suitable use of resources

All processes and actions must be environmentally sustainable. Moreover, suitable use must be made of the available means and resources.

Confidentiality

The members of the Institute commit to not facilitate to third parties data obtained by the ICAC through distribution lists or other means.

Specific values and principles for the different areas of the Institute

The Catalan Institute of Classical Archaeology is made up of the collegiate organs (Board of Governors and Scientific Assessment Committee), individual organs (director, subdirector and administrator), contracted research personnel, attached and visiting researchers, scientific-technical services, management and research support personnel and grant-holders. The different areas of the Institute must attempt to preserve, in each case, a set of values and principles that consist of the commitments listed below.

Governing and management personnel

- To act and take decisions with objective criteria, opportunely justified, with equanimity and making suitable use of the attributions of their position.
- To use all the resources to ensure correct communication and transparency in the information of the organisation.
- To recognise and value the work undertaken by the in-house and associated teams, and also to have flexibility in carrying out the responsibilities and tasks deriving from their activity.
- To adapt to the principles of equity, merit and transparency in the acquisition and supply of services.
- To foster a climate of trust and cooperation in all areas.

Research personnel

- To commit to the quality and continuous improvement of the processes of research and teaching in their area of knowledge.
- To participate directly or to delegate in the areas of consultation and decision-taking that affect research and teaching.
- To have the flexibility and ability to adapt to changes in tasks and responsibilities.
- To foster a climate of trust and cooperation among the researchers of the different research teams.
- To guarantee fluent communication with visiting and collaborating researchers and students.
- To foster a culture of integrity in research based on the principles of the codes adhered to by the Institute.

Visiting research personnel

- To commit to the quality and continuous improvement of the research activities undertaken.
- To participate in the activities organised by the research teams to which they belong.
- To foster a climate of trust and cooperation with the personnel of the Institute.

Grant-holders

- To assume the process of learning and generating a desire for knowledge, personal effort, responsibility, critical awareness and cooperation.
- To become involved in the scientific community, using the available channels of participation and communication.
- To foster a climate of trust, cooperation and teamwork with the other students and researchers at the Institute.

Scientific-technical services personnel

- To commit to the quality and continuous improvement of the research and teaching processes in their area of knowledge.
- To have the flexibility and ability to adapt to changes in tasks and responsibilities
- To foster a climate of trust and cooperation among the researchers of the different research teams and the scientific-technical services.
- To foster a culture of integrity in research based on the principles of the codes adhered to by the Institute.

Management and research support personnel

- To commit to quality and continuous improvement in the management and research support processes and activities.
- To have the flexibility and ability to adapt to changes in tasks and responsibilities.
- To foster a climate of trust and cooperation among all the management personnel.

Monitoring

Objective of the Ethics Committee

The ICAC Ethics Committee (CEI) is charged with monitoring and evaluating compliance with this code of ethics.

Members of the committee and appointment

The Ethics Committee will be made up of three members from the Institute chosen through a proposal agreed between the ICAC management and the workers' representatives. It will be the task of the ICAC director, in accordance with his or her delegated competencies, to appoint the members of the committee, specifying the posts of chairperson and secretary. Their mandate will be for three years and they will act under their own responsibility with complete independence, impartiality and objectivity of criteria.

The members of the Ethics Committee must be representative of all the areas into which the Institute is organised (research, scientific-technical services, management and research support).

The CEI members will exclude themselves from any knowledge, deliberation and decision in matters in which, for professional or family reasons, they have a direct interest, and whenever their independence, impartiality or objectivity of criteria may be compromised. They will also be obliged to maintain the secrecy of matters in which they acquire confidential or reserved knowledge and they may not claim to represent the Committee, a function that corresponds exclusively to the chairperson.

Functioning

Once appointed, the CEI will decide on its calendar of meetings and valid adoption of agreements, within the framework of Article 13 and subsequent articles of Act 26/2010 of 3 August, governing the legal procedural rules for public administrations in Catalonia.

Activities

The CEI will meet annually to assess the degree of compliance with this code and will issue a report that will be included in the Institute's annual report.

Any person with a link to the ICAC has the right to formulate a consultation or present a complaint regarding an action contrary to the code of ethics. This consultation will be addressed to the CEI, which will study it and reply within a maximum of two months. In the event that the consultation needs the assessment of experts from outside the ICAC, the period for replying will be increased to four months.

In the event of actions contrary to this code of ethics taken by any member of the community, the CEI has the authority to issue a report addressed to the management of the Institute, which will instruct the corresponding dossier.

External assessment

If the CEI considers it necessary to seek external assessment, due to the specificity or complexity of the matter, or due to a conflict of interest, it may propose to the management that the advice of external experts be sought or that an ad hoc committee be set up.