



BAFS Harassment and Discrimination Policy

1. Staff, volunteers, students and visitors

The BAFS operates field school activities, engages in community endeavours, and cooperates with and facilitates heritage and tourism events in a number of locations in Trim town, and 'off-site' at heritage destinations and sites. Stakeholders include Statutory bodies including the National Monuments Service and Meath Local Authorities, businesses including Home Stay in Trim, and community groups including SMART, Trim Tidy Towns

1.1. *Bullying, harassment and discrimination*

Bullying and Harassment Policy Blackfriary Archaeology Field School and all staff fully subscribe to this Policy and are committed to creating an environment that is free of bullying and harassment and which promotes personal integrity and dignity.

The BAFS will not tolerate bullying, harassment or discrimination by staff, students or visitors in the field school. Students found to be engaging in such behaviour may be asked to leave the program, following disciplinary procedures. Please refer to the BAFS Terms and Conditions for further information (Appendix 1).

The management of BAFS and its employees have responsibilities for creating and contributing to the maintenance of a work environment free from bullying and harassment. Employees also have an obligation to cooperate with the investigation of complaints of bullying or harassment in the organisation.

1.2. *Definitions*

1.2.1. *Bullying*

Bullying is as defined in the Health and Safety Authority *Code of Practice for Employers and Employees on the Prevention and Resolution of Bullying at Work 2007*.

1.2.2. *Harassment*

Harassment and discrimination is as defined by the Equality Authority, and the Employment and Equal Acts, 2000-2015.

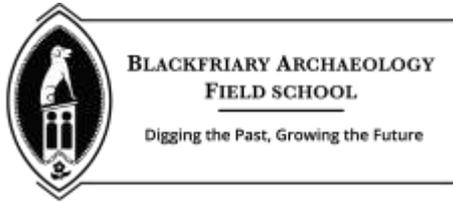
1.3. *Roles and Responsibilities*

1.3.1. *Staff*

BAFS staff members are bound by TAP Ltd employment terms and conditions. Where a staff member is found to be in breach of these, they may be subject to disciplinary procedure.

1.3.2. *Clients*

Clients of the field school, including Students and volunteers are bound by the school Terms and Conditions (Appendix 1). Where a student or volunteer is found to be in breach of these, they may be subject to disciplinary procedure. Matters requiring civil and or criminal investigation will be referred to the relevant authorities.



1.3.3. *Visitors*

Visitors to the field school projects, by formal arrangement are subject to the relevant terms and conditions of the representative organisation. This includes members of stakeholder organisations, schools and cultural heritage tourists.

1.3.4. *Children and vulnerable persons*

Children and vulnerable persons may be facilitated in formal visits by a representative organisation, competent to work with such individuals, as required by the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

Where vulnerable adults and minors are present, the BAFS will advise staff and clients on the relevant safety and security arrangements of the relevant organisation.

1.3.5. *Members of the Public*

Due to the ownership of the field school locations, members of the public may access the field school at any time. The BAFS will take all practical measures to protect staff and clients from bullying and harassment from members of the public.

1.4. **Complaints**

Complaints by employees or other persons in the workplace of bullying or harassment at work will be treated with fairness, sensitivity, respect and (as far as possible) confidentiality for all parties concerned. Any person accused of bullying or harassment will be afforded natural justice and treated with fairness and sensitivity.

Where possible, an individual who believes he or she is being bullied should, where possible, indicate directly to the person complained of that the behaviour in question is unacceptable. If the individual believes that approach is not suitable or has been unsuccessful, the employee may then make an informal or formal complaint.

Complaints in relation to bullying and harassment may be made informally or formally to any member of staff.

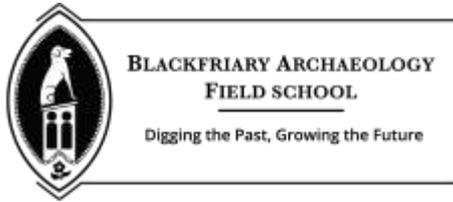
1.4.1. *Investigation*

Any investigation will be carried out in line with the incident reporting policy; resolution may include consultation and or mediation, as appropriate. All actions should be recorded including informal and formal, verbal and written communications. The dignity and privacy of all involved should be maintained, objectivity observed and the facts are established.

In case of criminal acts including acts of violence, such incidents are legislated for under criminal law. The Gardaí should be contacted; any investigation should be fully complied with.

1.4.2. *Record keeping*

As per data protection requirements, all personal information and statements relating to complaints must be kept private and maintained safely and securely. Information must not be shared unless such information is required by relevant authorities, such as in the case of a criminal investigation.



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Appendix 1:

Blackfriary Archaeology Field School Terms & Conditions

Students applying to attend the Blackfriary Archaeology Field School (hereafter BAFS) field school agree to the following terms and conditions:

Students must be aged 18 years or older on their first day of their participation in the Blackfriary Archaeology Field School (BAFS) 2020 program.

Payment

- Students must pay a €350 deposit fee at the time of booking to secure their place in the field school
- If opting for accommodation, students must pay an additional €150 deposit fee at the time of booking to secure accommodation
- Tuition fees must be paid in full 8 weeks prior to the students start date
- Payment can be made through the following options:
 - through international bank transfer (IBAN)
 - through PayPal (an additional admin fee of 3.5% will apply)

Cancellation policy

- if you cancel more than eight weeks (40 business days) before the first day of your attendance (by 5pm GMT), we will refund all monies paid less a 15% administration fee for every registration / student
- if you cancel more than four weeks but less than eight weeks (21 to 39 business days) before the first day of your attendance (by 5pm GMT), we will refund half (50%) of the amount paid
- if you cancel less than four weeks (20 business days) before the first day of your attendance (by 5pm GMT), or if you simply do not show up, you will not be eligible for any refund
- the BAFS reserves the right to cancel any field school activities. In the unlikely event of such an occurrence, the BAFS will notify you as soon as possible and you will be eligible for a full refund for time lost on site.

Privacy policy

- the BAFS will not share your information with third parties
- students should be aware that the BAFS may use site photography and quotes from social media in publications / marketing
- the BAFS will, at your request, at any time, remove your contact information from our lists.

Safety

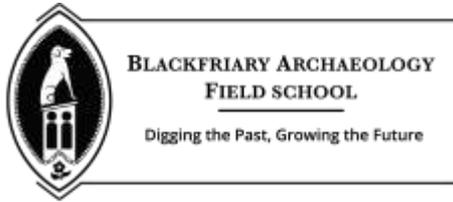
All students will be required to program undergo a program safety orientation. All safety direction given on site by BAFS personnel must be complied with.

Students are required to behave in a safe manner at all times, bearing in mind their own personal safety, and that of their fellow students and colleagues in Ireland.

Flora and Fauna

Work in an outdoor environment may expose you to plants and animal species that can cause injury or illness including (and not limited to):

- plants - stinging nettles, thistles, thorn bushes
- biting/stinging insects - midges, ticks, bees, wasps, mosquitoes
- pollens - grasses, trees, flowers



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- bacteria or viruses from soils, insect bites, poor hygiene - Leptospirosis, Lyme disease, tetanus

Students are advised to consult with their medical practitioner and (local government or university) foreign travel office with regard to any health or safety concerns. Minimum preventative measures should include awareness, wearing appropriate clothing for working in an outdoor environment, and may include vaccinations, bringing own first aid treatment for e.g. severe allergic sensitivity to insect bites etc.

Physical requirements and working environment

Students should be aware that:

- Archaeological field work involves real, strenuous physical work; on your feet or on your knees and with your trowel, and sometimes with heavier tools
- Conditions in the field will not be the typical university learning environment and are different than those you experience in your home, dorms or college town
- BAFS archaeological excavations are carried out in an outdoor environment in all weather conditions – including rain, sun, heat or cold (often in a single day)
- This is hands-on, experiential learning and students will study on-site how to conduct archaeological research
- You must be willing to work hard and to engage with the local community in a professional and respectful manner in an official capacity whilst on site, and unofficially when off-duty
- You must ensure you are physically fit to walk the distance to and from your accommodation provider every day
- If you have medical concerns, please discuss them with your doctor. Any other concerns should be addressed to field school staff before your participation/arrival to the field school

Student Health

On registering for your program, you will be required to verify that you are physically fit to participate in the excavation. Fitness includes physical fitness to carry out the work, as described above, and the capacity to work in a team, with local and international staff, students and volunteers, and to follow direction from the project staff.

In stating that you are physically fit to participate, you will also be asked to declare any medical physical or mental condition that you may have. The BAFS will endeavour to accommodate all needs and abilities, within the extent of resources available on the project.

Medication

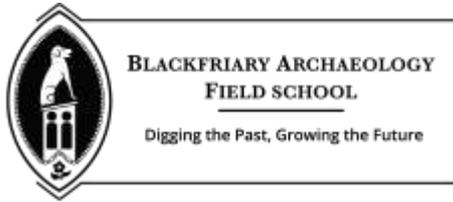
Students taking prescribed medication must ensure that they bring an adequate supply of their required medication with them to Ireland, enough to last the duration of their stay, and where possible, an emergency supply (in case of travel delays etc).

Students should consult with their medical practitioner when planning their trip, to ensure that they may travel and stay in Ireland safely for the duration of their planned stay. Please note also that the availability of over-the-counter and prescription medications may differ in Ireland from those you may be used to in your home country.

Dress code

Students must wear sturdy foot wear. Open-toe shoes or lightweight footwear are not permitted due to excavation practices and on-site conditions.

The BAFS requires that students dress appropriately for the site conditions and weather. This includes clothing to protect the skin from stings, scratches etc and the adverse affects of sun exposure, and hat for same. Students



must also bring and wear adequate warm clothing and rain-wear (waterproof jacket & pants), for all weather conditions.

The BAFS advises that students wear long trousers / pants. There are insects and vegetation on site that may cause stings, scratches and discomfort (see above). Shorts and skirts are not advisable.

Code of Conduct

Your participation in the Blackfriary Archaeology Field School makes you a representative of the BAFS. Therefore, you must adhere to our code of conduct. Students are subject to BAFS terms and conditions, and disciplinary action will be applied for misconduct or attempted misconduct, including but not limited to:

1. Disruption of teaching, research, administration, or other BAFS activities;
2. Physical abuse, threats of violence, forms of sexual assault, or conduct that threatens the health or safety of any person on BAFS property or in connection with official BAFS functions, including those activities taking place in the field;
3. Disorderly conduct, disturbing the peace, or failure to comply with the directions of an BAFS employee or field school staff member acting in his/her official capacity;
4. Unlawful use, possession, sale, distribution, or manufacture of controlled substances, identified in state law or regulations.
5. In Ireland, archaeological heritage is the property of the people and nation. Sites, artifacts and ecofacts are **not** private property. Trading, selling or otherwise removing material culture from sites without authorisation from project director is violation of the law. As in many parts of the world, trading in antiquities is a criminal offence, subject to prosecution and jail time. Do not engage in any trading, exchanging, selling or buying of archaeological artifacts at any time.
6. Uncontrolled excavation is considered looting and may be subject to prosecution. Archaeology is a destructive science. Archaeological excavations are carried out at the Black Friary under Ministerial Consent, as per state legislation. Site Director Finola O'Carroll is legally responsible for all archaeological investigation at the sites. You are required to follow direction from the Site Director and staff excavation in relation to archaeological investigation carefully. You are not permitted to initiate excavations or any other type of removal of archaeological artifacts, features or ecofacts on your own.;
7. Forgery, alteration, or misuse of BAFS documents, data, or identification;
8. Theft of, damage to, or destruction of any property of the BAFS or property of others while on BAFS premises;
9. Unauthorized entry to or use of BAFS properties, equipment, or resources or imagery anywhere in the world;
10. Alcohol - Drinking alcohol while socialising is common in Ireland and may be much different than in a student's home country. Drinking may be part of the social experience, but not the focus of it. Excessive drinking or drunken behaviour is not acceptable. If your consumption of alcohol becomes disruptive to your program, it is cause for immediate expulsion. If you choose to drink, please be responsible.

Compliance

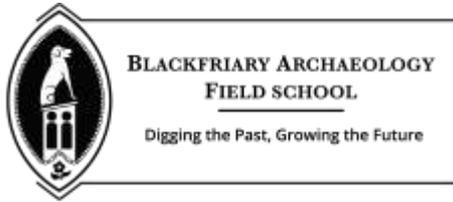
Students will be advised on the legal conditions under which archaeological excavation may be undertaken and the roles and responsibilities of the duty holders on site (see www.archaeology.ie). Students must follow the direction of the duty holder in respect to the investigation and excavation of the archaeological site.

Bullying, harassment or sexual harassment

The BAFS will not tolerate bullying, harassment or discrimination by Staff, Students or Visitors while participating in the field school. Students found to be engaging in such behaviour may be subject to disciplinary procedure, and/or asked to leave the program.

The BAFS expects that:

- students will take responsibility for their own learning and personally contribute towards creating and maintaining an atmosphere and environment which is conducive to learning for all



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- students will attend and take an active part in lectures, seminars, laboratories and classes, as required by your program of study
 - students will use the BAFS facilities and equipment with respect and consideration for others
 - students will be courteous and behave in a professional manner at all times
 - students will be sensible to the culture and customs of the local place and people.

BAFS Students can expect:

- to be supported, both academically and personally, to help you complete your BAFS participation within the designated timeframe
- to be offered a comprehensive orientation program to help you settle into the field school
- to benefit from a research-informed teaching experience that will prepare you for required assignments
- to be given timely and appropriate feedback on your academic performance
- to be given the opportunity to provide formal feedback following your time with BAFS
- that staff will be courteous and professional at all times.

Failure to comply

Students in violation of the code of conduct may be expelled from the program, at the Director's discretion. In the event a student is expelled, the student is not eligible to receive a refund of any of the fees paid to the BAFS.

Expelled students will not be permitted to participate in any program activity or be entitled to any program benefits. Furthermore, the student will be responsible for any additional costs incurred for lodging and transportation once expelled.

Responsibility

The Blackfriary Archaeology Field School, its employees and agents, act only as agents in operating this program and are not liable for any loss, delay, injury, or damage to person or property resulting from any cause beyond the control of the operating agents. The operating agents reserve the right to alter this program at their discretion without prior notice to students. The program directors reserve the right to refuse to retain any person as a member of this program, in which case no refund is made. No refunds are possible for service not used by students after the program is in operation. Any additional expense resulting from illness, accident, natural disasters, wars, strikes, riots, acts of governments, improper passports, visas or necessary travelling documents, or from any conditions whatsoever beyond the control of the operating company are to be borne by the individual student.