



The Glamorgan-Gwent Archaeological Trust  
Ltd

Student's and  
Volunteers' Handbook

(Revised August 2013)

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## **INTRODUCTION**

This handbook provides information about the Glamorgan-Gwent Archaeological Trust Ltd, and our policies and procedures and accompanying documentation. It is a term of your voluntary work with the Glamorgan-Gwent Archaeological Trust Ltd that you agree to abide to these policies and procedures and use the relevant documentation.

We believe that the workplace should be a pleasant and productive environment in which all employees and volunteers are treated fairly. Our policies and procedures have been designed to comply with both statutory and best professional requirement. It is the intention that their application will create a working environment that is of mutual benefit to all employees and volunteers.

### ***The Handbook Structure***

The Handbook is set out in five main sections.

- The first provides a short description of the Glamorgan-Gwent Archaeological Trust Ltd, its professional status and reference to professional policies, technical manuals and related documents.
- The second sets out the key policies of the Glamorgan-Gwent Archaeological Trust that relate to volunteers.
- The third section sets out the Glamorgan-Gwent Archaeological Trust Ltd company rules.
- The fourth section sets out the company procedures; these show how the policies of the Glamorgan-Gwent Archaeological Trust Ltd will be enacted.
- Finally there are three appendices that provide a glossary of terms, the Glamorgan-Gwent Archaeological Trust Ltd structure and a list of the current managers.

### ***Revisions and further information***

If you require clarification about any of the contents of the handbook or any other matter affecting your voluntary work, please contact your staff contact, administration staff, or the Chief Executive.

### ***The Glamorgan-Gwent Archaeological Trust Ltd***

The Glamorgan-Gwent Archaeological Trust Ltd, created in 1975, is a company limited by guarantee (Registered in Wales, No: 1276976) and enjoys charitable status (Registered Charity No. 505609) because of its diverse educative works. The work of the Glamorgan-Gwent Archaeological Trust Ltd is overseen by an elected Board of Trustees, and co-ordinated by a management team formed from senior staff (See Appendix 2 for Organogram). The Glamorgan-Gwent Archaeological Trust Ltd's Memorandum and Articles of Association are available in the company documents master set.

The Glamorgan-Gwent Archaeological Trust Ltd's Main Office and Registered Company Address is Heathfield House, Heathfield, Swansea SA1 6EL.

The Glamorgan-Gwent Archaeological Trust Ltd undertakes programmes of work for Cadw, the Royal Commission on the Ancient and Historical Monuments in Wales, Unitary Authorities, the Countryside Council of Wales, other government and non-governmental bodies, and private sector developers.

It owns, maintains and continually enhances the Regional Historic Environment Record, which includes information on more than 25,000 known archaeological and historic sites and monuments and is a prime tool for education and research.

The Glamorgan-Gwent Archaeological Trust Ltd provides an archaeological planning service jointly funded by the Unitary Authorities and Cadw. Currently more than 21,000 planning applications are checked each year for implications on the Historic Environment. Actions are advised to ensure that proper assessments are carried out and appropriate measures implemented to ensure that Historic Environment interests are protected. As a result of potential conflicts of interest, this area of work is separately staffed and funded and governed by a Code of Practice.

The Glamorgan-Gwent Archaeological Trust Ltd also provides general advice through its Heritage Management Services to a variety of institutions and organisations including the Forestry Commission, CCW, Welsh Assembly Government (particularly at present in connection with the Better woodlands for Wales scheme), Statutory Undertakers, the Environment Agency, the National Trust, and the Church in Wales. The Glamorgan-Gwent Archaeological Trust Ltd is also a reporting station for the Portable Antiquities scheme.

The Glamorgan-Gwent Archaeological Trust Ltd through its separate contracted fieldwork services division undertakes assessments, surveys and excavations in South Wales and elsewhere. It has had extensive involvement with many major developments.

The Glamorgan-Gwent Archaeological Trust Ltd has also contributed to developing research agendas through publication of its work. It promotes knowledge and learning about the past through publication, displays, leaflets, lectures and talks.

The Glamorgan-Gwent Archaeological Trust Ltd is registered as an approved organisation with the Institute of Field Archaeologists (no 15).

More information about the Glamorgan-Gwent Archaeological Trust Ltd can be found at our website [www.ggat.org.uk](http://www.ggat.org.uk).

### ***The Welsh Archaeological Trusts Curators' Code Of Practice***

The four Welsh Archaeological Trusts have agreed a Code of Practice to avoid potential conflicts as a result of the duality in undertaking curatorial work (in particular Archaeological Planning), and contractual work (in particular planning mitigation). The Code of Practice is approved by Cadw. As a volunteer of the Glamorgan-Gwent Archaeological Trust Ltd you will be expected to abide by this code.

1. Curating and contracting functions will be carried out independently by separately staffed sections within each organisation.
2. The curatorial staff of each Trust will provide impartial, professional advice on the archaeological implications of proposed developments.
3. The curatorial staff of each Trust will normally provide a brief for archaeological assessments, field evaluations and investigations, as appropriate.

4. The curatorial staff of each Trust will be responsible for approving the detailed specifications designed to satisfy an archaeological brief.
5. The curatorial staff of each Trust will advise those inviting tenders for archaeological work arising from an archaeological brief of their freedom of choice in the selection of an archaeological contractor.
6. The curatorial staff of each Trust recognise that those intending to commission such work may wish to engage an independent archaeological consultant to assess a specification of works intended to satisfy an archaeological brief to monitor the progress of the work, or to advise on the recommendations for any further action.
7. The curatorial staff of each Trust have full authority to ensure that an archaeological brief is adequately fulfilled at all stages, irrespective of the contractual arrangements.
8. The curatorial staff of each Trust will seek amendments to, or if necessary reject, any contracted piece of work, which they consider does not fulfil the archaeological brief.
9. The curatorial staff of each Trust will be solely responsible for determining any recommendations for further action arising from an archaeological assessment or field evaluation carried out by an archaeological contractor.

## ***The Institute For Archaeologists' Registered Archaeological Organisations scheme***

The Glamorgan-Gwent Archaeological Trust Ltd is an organisation entered onto the Institute for Archaeologists (IfA) Register of Archaeological Organisations (RAO No 15).

Registered Archaeological Organisations are committed to meeting IfA standards with regard to quality of archaeological work, employment practices, contributions to community benefits and development of the archaeological profession. The Register is a rigorous Quality Assurance scheme for archaeologists. To be accepted, an organisation must:

Include in its constitution a resolution that it will comply with the IfA Code of conduct and meet IfA standards

Demonstrate adherence to these standards through bi-annual registration and a detailed questionnaire

Pass periodic inspection visits of its offices, excavations and publication programme by a committee of its peers and IfA staff

Be supervised by a Member of the Institute for Archaeologists (MIfA), our highest grade of membership

Organisations registered with the IfA are committed to meeting IfA standards

They have formally resolved to carry out their work in line with the IfA Code of Conduct and other by-laws

A consequence of the registration with the Institute is that all employees and volunteers of the Glamorgan-Gwent Archaeological Trust Ltd are required to adhere to the *Codes and Standards and Guidance* issued by the Institute irrespective of whether they are individual members.

Copies of the following Institute of Field Archaeologists documents are retained in the company document master sets: -

*Memorandum and Articles of Association*

*Code of Conduct*

*Code of Approved Practice for the Conduct of Contractual Arrangements in Field Archaeology*

*Disciplinary Regulations By-law*

*Policy Statements (Equal Opportunities; Health and Safety)*

*Regulations for the Registration of Archaeological Organisations*

*Standard and Guidance for Archaeological Desk-based Assessments*

*Standard and Guidance for Archaeological Field Evaluations*

*Standard and Guidance for Archaeological Excavations*

*Standard and Guidance for Archaeological Watching-briefs*

*Standard and Guidance for the Archaeological Investigation and Recording of Standing Buildings or Structures*

*Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials*

## **Policy Statements**

The Glamorgan-Gwent Archaeological Trust Ltd has produced Policy Statements in respect of employment and volunteer, professional and technical issues. Those applicable to volunteers are provided in full below; guidance is given to where statements on other matters can be located and your line manager can also provide further advice in this respect.

### ***Induction Policy Statement***

#### **Policy Objectives**

The Glamorgan-Gwent Archaeological Trust Ltd will ensure that all new employees and volunteers undergo an induction programme that will be designed to equip them with all the information they need to become effective assistants.

#### **Key Principles**

Induction will be the responsibility of the new volunteer's Line Manager.

All new volunteers will undergo an induction programme that will provide information on:

The Organisation - its structure, history and policies, and

Health & Safety issues, and

their Department - where it fits in the organisation, structure and role, and

their role - where it fits, its purpose and objectives.

The cultural and behavioural norms of the organisation.

A record of the induction programme will be completed by the inductor and volunteer.

### ***Equal Opportunities Policy Statement***

The Glamorgan-Gwent Archaeological Trust Ltd actively pursues a policy of providing equal opportunity to all its employees and volunteers. It does so without regard to race, colour, religion, sexual orientation, ethnic or national origin, marital status, age, sex or disability.

By providing facilities and activities on equal terms to all similarly classified volunteers.

In order that The Glamorgan-Gwent Archaeological Trust Ltd may maintain a positive work environment for all employees and volunteers; employees and volunteers are required not to engage in or permit any employee or volunteers to engage in any sexual, racial or other harassment of or unlawful discrimination against any person (whether or not an employee or volunteer at The Glamorgan-Gwent Archaeological Trust Ltd), in the course of their work.

## ***Harassment & Bullying Policy Statement***

### **Introduction**

This policy aims to eradicate harassment by drawing attention to the many forms of harassment, victimisation and bullying which may occur at work - irrespective of their differing legal status. It makes explicit those behaviours that will not be tolerated and provides a practical procedure for individuals on how to deal with any harassment, victimisation and/or bullying which may be occurring to themselves or to their colleagues.

The Glamorgan-Gwent Archaeological Trust Ltd is committed to creating and maintaining an employment and volunteering culture in which everyone will be able to work effectively, free from the threat of harassment, bullying or victimisation for whatever reason.

The Glamorgan-Gwent Archaeological Trust Ltd will establish and maintain procedures which will be effective in identifying, investigating and eradicating any incidence of harassment at work.

The Glamorgan-Gwent Archaeological Trust Ltd recognises its moral and legal responsibility to protect employees and volunteers from activity which may be physically or psychologically harmful. A strong policy, backed by effective procedures, is therefore considered essential.

Harassment, in any form, (whether amounting to unlawful, racial or sexual discrimination or not) will not be tolerated and those found to be responsible will be subject to action under the disciplinary policy of the Glamorgan-Gwent Archaeological Trust Ltd (see below).

Policy and procedures in this area will be reviewed to comply with legislation and in response to any incidence of harassment in the Glamorgan-Gwent Archaeological Trust Ltd. In particular the process for alerting the Glamorgan-Gwent Archaeological Trust Ltd to alleged incidents will be carefully monitored.

The fostering and maintenance of an environment free from harassment is the shared responsibility of management and of every employee and volunteer.

Managers have specific responsibility for ensuring that this policy is widely publicised and is understood by all employees and volunteers.

Adult volunteers are accepted as mature and professional people and are therefore expected to behave on site, and in any voluntary capacity, in a manner consistent with this. School students and volunteers under 18 are accepted on the basis that they will try their hardest to behave as though they were adults, except in the case of young children who will be supervised at all times by their parents or guardians or by persons designated in writing by their parents/guardians as being in loco parentis.

This policy applies to all employees, volunteers, job applicants, agency staff, contractors and consultants.

### **Harassment – Definition**

Harassment consists of any unwanted conduct affecting the dignity of women and men at work. It includes unwelcome physical, verbal or non-verbal conduct and it could amount to unlawful discrimination. It can involve a single incident or may be persistent and may be directed towards one or more individuals. This policy includes harassment on the basis of race, sex, age, disability, health, religion, sexual orientation, ethnic origin, nationality, marital status, or employment status.

### **Definitions of Unacceptable Behaviour Amounting to Harassment**

UNWANTED PHYSICAL CONTACT includes unnecessary touching, patting, pinching, brushing against another individual's body, insulting or abusive behaviour or gestures, physical threats, assault.

UNWANTED VERBAL CONDUCT includes nicknames, propositions or remarks, innuendo, lewd comments, jokes, abusive language which refer to an individual or a group's gender, colour, race, nationality, ethnic or national origins, disability, sexual preference, repeated suggestions for unwanted social activities inside or outside the workplace.

UNWANTED NON-VERBAL CONDUCT includes racially or sexually based graffiti referring to an individual's characteristics or private life, abusive or offensive gestures, leering, whistling, display of pornographic or suggestive literature or other items, pictures or films/videos or inappropriate use of visual display units (VDUs) or network systems for this purpose.

BULLYING, includes persistent criticism and personal abuse and/or ridicule, either in public or private that humiliates or demeans the individuals involved, gradually eroding their self-confidence.

UNLAWFUL VICTIMISATION includes treating an individual less favourably than others are, or would be, treated in the same or similar circumstances, because the individual has made a complaint or allegation of discrimination or has acted as a witness or informant in connection with proceedings against the Glamorgan-Gwent Archaeological Trust Ltd.

OTHER CONDUCT includes that which denigrates, ridicules, intimidates or is physically abusive of an individual or group.

These examples are not exhaustive. None of the above types of behaviour will be tolerated. All will be investigated and depending upon the circumstances may lead to action resulting in temporary or permanent exclusion from the workplace.

### ***Grievance Procedure Policy Statement***

The Glamorgan-Gwent Archaeological Trust Ltd will maintain a procedure to allow employees and volunteers an immediate means by which a grievance relating to work can be aired and resolved.

### **Key Principles**

The grievance procedure is not intended to prevent an employee or volunteer from informally raising a matter he or she may wish to mention.

When the procedure is enacted the grievance will be formally recorded and investigated.

Following investigation an employee or volunteer may appeal against the decision of the officer investigating the grievance.

All decisions arising from invocation of the grievance procedure will be recorded in writing.

## ***Health and Safety Policy Statement***

The company statement of safety policy is provided below:

### **Statement Of Safety Policy**

The Safety Policy of the Glamorgan-Gwent Archaeological Trust Ltd is, so far as is reasonably practicable: -  
to maintain a working environment for employees, volunteers and staff which is safe and without risks to health and adequate as regards facilities and arrangements for their welfare at work;  
to maintain any place of work under the Glamorgan-Gwent Archaeological Trust Ltd's control in a condition that is safe and without risk to health;  
to provide and maintain plant and systems of work that are safe and without risks to health;  
to make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;  
to provide such information, instruction, training and supervision as is considered necessary to ensure the health and safety at work of employees and volunteers.

To achieve these five objectives, full co-operation between employer, employee and volunteers is essential, while at work employees and volunteers will be expected to act with reasonable care for themselves, other employees, volunteers and the general public.

This document will be available at the Glamorgan-Gwent Archaeological Trust Ltd's offices. It will show the arrangements which apply in the Glamorgan-Gwent Archaeological Trust Ltd for promoting Health and Safety at work. This policy may be asked for and studied by any employee or volunteer who will be expected to familiarise themselves with its contents.

A copy of this statement and any subsequent revision or amendment will be issued to all employees and volunteers.

The Company Health and Safety documentation is extensive and covers such areas as: -

Responsibilities of senior staff

Accident reporting

Acts of Parliament, Regulations and Codes of Practice relevant to Health and Safety

Areas of Glamorgan-Gwent Archaeological Trust Ltd employment and special categories

General health and welfare

Lone working

Office and general accommodation

Risk Assessments

Responsibilities of individual employees and volunteers

Responsibilities towards visitors

Safety and accident prevention on site

Safety training for Glamorgan-Gwent Archaeological Trust Ltd employees and volunteers

Watching briefs and monitoring visits

## **Health and Safety Induction and Training**

At induction you will have been introduced to this documentation, its importance and related implications. You will be expected to familiarise yourself with the contents of the Glamorgan-Gwent Archaeological Trust Ltd's Statement of Safety Policy contained in this Handbook. Your staff contact or the Health and Safety Officer will provide further guidance if necessary. Health and Safety legislation, regulations and guidance are continuously evolving and you will be provided with further training and refresher training on a regular basis.

If you are uncertain on any issue in respect of your Health and Safety at work you should consult with your staff contact or the Health and Safety Officer before taking action.

## **Volunteers' Responsibilities**

It is the duty of every volunteer at work, to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work. He/she must also co-operate with any person by or under any of the relevant statutory provisions so far as is necessary to enable that duty or requirement to be performed or complied with.

Any volunteer contravening a relevant statutory provision may be prosecuted in a Magistrates' Court or, on indictment, in the Crown Court.

## **Child Protection Policy Statement**

This policy applies to all trustees, staff, agency staff, volunteers, students carrying out works on behalf of the Glamorgan-Gwent Archaeological Trust Ltd.

The Glamorgan-Gwent Archaeological Trust Ltd is committed to ensuring that all children (those aged under 18) who participate in education related activities with us have a safe and positive experience.

The Glamorgan-Gwent Archaeological Trust Ltd is committed to providing a safe and secure environment for children. We are committed to practice in a way that protects them.

### **Purpose**

- To protect children who receive the Glamorgan-Gwent Archaeological Trust Ltd's education and outreach services.
- To provide staff and volunteers with the overarching principles that will guide our approach to child protection.

### **Key Principles**

- All children participating in our activities (regardless of age, gender, race, religion, sexual orientation, ability or disability) have a right to be protected from harm in a safe environment.
- All children participating in our activities (regardless of age, age, gender, race, religion, sexual orientation, ability or disability) have the right to equal protection from all types of harm or abuse.
- Individuals working with children should be provided with support through education and training.
- Individuals working with children should be appropriately trained so that they are aware of how to respond to / manage any child welfare issues which may come to light. It is recognised that it is not the responsibility of those individuals to determine if abuse has taken place, but that it is their responsibility to act upon and report any concerns, so that child protection experts can then fulfil their responsibility to determine whether or not abuse has taken place.
- Ensuring that there are correct and comprehensive reporting procedures for raising and managing child welfare concerns, recognising the responsibility of the statutory agencies in this regard.
- Ensuring that all suspicions, concerns and allegations are taken seriously and dealt with swiftly and appropriately.
- Ensuring that access to confidential information relating to child welfare matters is restricted.
- Providing staff and volunteers of the Glamorgan-Gwent Archaeological Trust with detailed guidance on working with children.

*Further guidance can be found in GGAT Ltd Practice and Guidance for Safeguarding Children and Young People*

## **Working with Vulnerable Adults Policy Statement**

This policy applies to all trustees, staff, agency staff, volunteers, students carrying out works on behalf of the Glamorgan-Gwent Archaeological Trust Ltd.

The Glamorgan-Gwent Archaeological Trust Ltd is committed to ensuring that vulnerable adults who participate in education related activities with us have a safe and positive experience.

The Glamorgan-Gwent Archaeological Trust Ltd is committed to providing a safe and secure environment for children. We are committed to practice in a way that protects them.

### **Purpose**

- To protect vulnerable adults who receive the Glamorgan-Gwent Archaeological Trust Ltd's education and outreach services.
- To provide staff and volunteers with the overarching principles that will guide our approach to the protection of vulnerable adults.

### **Key Principles**

- All vulnerable adults participating in our activities (regardless of age, gender, race, religion, sexual orientation, ability or disability) have a right to be protected from harm in a safe environment.
- All vulnerable adults participating in our activities (regardless of age, gender, race, religion, sexual orientation, ability or disability) have the right to equal protection from all types of harm or abuse.
- Individuals working with vulnerable adults should be provided with support through education and training.
- Individuals working with vulnerable adults should be appropriately trained so that they are aware of how to respond to / manage any welfare issues which may come to light. It is recognised that it is not the responsibility of those individuals to determine if abuse has taken place, but that it is their responsibility to act upon and report any concerns, so that expert practitioners can then fulfil their responsibility to determine whether or not abuse has taken place.
- Ensuring that there are correct and comprehensive reporting procedures for raising and managing concerns and recognising the responsibility of the statutory agencies in this regard.
- Ensuring that all suspicions, concerns and allegations are taken seriously and dealt with.
- Ensuring that access to confidential information relating to the welfare of vulnerable adults is restricted.
- Providing staff and volunteers of the Glamorgan-Gwent Archaeological Trust with detailed guidance on working with vulnerable adults.

*Further guidance can be found in GGAT Ltd Practice and Guidance for Working with Vulnerable Adults*

## ***Professional and technical policy statements***

The majority of Policy statements on professional or technical matters can be found in the company document master sets.

The latter group comprise:

*Policy on Environmental Protection*

*Policy on the Ownership of Finds*

*Policy on Archiving*

*Policy on Security Copying*

*Policy on Outreach*

*Policy on Research and Development*

*IT Security Policy*

*Management of Risk Policy (Commercial Projects)*

*HER Information Services Policy*

*HER Information Policy*

*HER Glamorgan-Gwent Archaeological Trust Ltd Policy Statement*

*HER Welsh Statement*

## ***Use Of Electronic Networks and E-Mail Policy Statement Policy Objectives***

The purpose of the policy is to protect the Glamorgan-Gwent Archaeological Trust Ltd's IT systems during Internet or e-mail use in accord with the company's IT Security Policy.

### **Key Principles**

- Provide clear and effective rules governing e-mail and IT system use
- Protect the Glamorgan-Gwent Archaeological Trust Ltd data and records
- Ensure standardisation of message formats, disclaimers and storage
- Protect colleagues and third parties from harassment or abuse
- Ensure all software is licensed and properly purchased
- Ensure that only data relevant to company purposes is downloaded to and stored on Glamorgan-Gwent Archaeological Trust Ltd systems
- Allow limited personal use for messaging and browsing

## COMPANY RULES

(As Applicable to Volunteers)

### ***Introduction***

In addition to statutory, and professional, and Glamorgan-Gwent Archaeological Trust Ltd policy and procedural requirements, there are a number of other general company notices, rules and practices which are set out here. The aim of these is to ensure the smooth running of the Glamorgan-Gwent Archaeological Trust Ltd and promote a pleasant but effective working environment.

Breaches of these rules will be investigated and depending upon the circumstances may lead to action resulting in temporary or permanent exclusion from the workplace.

### ***Work and Personnel Matters***

#### **Working standards**

You will be expected to comply with the Codes of Conduct and the Standards and Guidance issued by the Institute of Field Archaeologists.

You must carry out all reasonable instructions.

You are strongly advised not to enter into personal dealings with our clients or suppliers.

You are strongly advised not to become involved in activities which could be construed as being in competition with us.

#### **Use Of It Network And E-Mail**

##### **Anti-virus measures**

*You must not switch off or alter antivirus or other protective software installed on the company's IT systems.*

##### **E-Mail Use**

All messages distributed via the company's e-mail system, even personal e-mails, are the property of the Glamorgan-Gwent Archaeological Trust Ltd. You can have no expectation of privacy in anything they create, store, send or receive on the company's e-mail system.

The IT System Administrators will monitor e-mail traffic and content.

You must not send unsolicited e-mail messages or chain mail.

You must not send or forward e-mails containing libelous, defamatory, offensive, racist or obscene remarks. If you receive an e-mail of this nature, you must promptly notify your staff contact.

You must not forward a message or copy a message or attachment belonging to another user to a third party other than a relevant colleague or Chief Executive of the company without acquiring permission from the originator first.

You must not forge or attempt to forge e-mail messages, or disguise or attempt to disguise your identity when sending mail.

You must take the same care in drafting an e-mail as you would for any other company communication.

You will use the management approved e-mail signature on each outgoing message.

You will use the management-approved disclaimer on each outgoing message.

## **Internet Use**

Records of all Internet access are the property of the Glamorgan-Gwent Archaeological Trust Ltd. You can have no expectation of privacy in anything you view or store whilst using the company's systems and Internet access.

The IT System Administrators will monitor e-mail traffic and content.

You must not access, download or view offensive, obscene or pornographic web pages or materials from the Internet.

You must not download or install any software without specific written permission of the company's system administrators.

You must not download or access music or video packages.

## **Personal Use**

You may in permitted break periods use the company's systems for personal e-mail or Internet use. Such use will be fully covered by the terms of this policy

## **Changes in personal details**

You must notify us of any change of personal details, such as address or next of kin, so we may maintain accurate information on our records. For clarification of precise individual requirements please consult the Administration Section.

## ***Professional Conduct***

### **Ethics**

The Glamorgan-Gwent Archaeological Trust is a Registered Archaeological Organisation with the Institute for Archaeologists. The Institute for Archaeologists is the principal organization in the United Kingdom that oversees the development of ethical practice in the profession. It is a condition of working with the Trust that all staff and volunteers abide by the Codes of Conduct and Standards and Guidance issued by the Institute.

### **Restraint In Giving Advice**

You should not provide advice on matters for which you are not qualified or trained so to do. In the event of doubt you should refer the matter to your staff contact or other senior staff member.

There is rarely certainty in archaeological matters and any advice you give should be appropriately qualified.

You may not make any statements to any member or branch of the media without prior permission of a senior member of staff.

### **Discoveries**

It is policy of the Trust that all archaeological material recovered during its works is properly recorded and returned to the legal owner or following transfer to a receiving institution. Any records made by the Trust will normally be the property of the Trust in so far as allowed by the legal arrangements under which the recording work was carried out (see intellectual copyright below).

It is a condition of your voluntary placement with the Glamorgan-Gwent Archaeological Trust Ltd that you do not keep or seek to retain any archaeological material that you find as a consequence of your voluntary work with the Trust.

In the event of a discovery being made that falls within the terms of The Treasure Act 1996 the Trust will appoint a single person, normally the person in charge of the works where the discovery was made, to carry out the required reporting. Rewards are not normally payable when finds satisfying the 'Treasure' criteria are recovered by archaeologists and the Trust will not seek such financial reward (see Treasure Act 1996 Code of Practice paras 49 and 76).

### **Intellectual Property Rights**

Where an employee or volunteer creates a copyright work in the course of his or her employment or voluntary placement, the copyright belongs to the employer (s11 (2) *Copyright, Designs and Patents Act 1988*).

The Glamorgan-Gwent Archaeological Trust Ltd will exercise its right of ownership over records, models, designs, documents, papers, artwork, computer programmes and other works (the 'materials') produced by an employee or volunteer of the Trust in the course of their employment or voluntary placement.

The Glamorgan-Gwent Archaeological Trust Ltd will not seek unduly to inhibit a member of staff or volunteer from benefiting from his/her original work. In the event that an employee or volunteer wishes to use the materials for private purposes either alone or in conjunction with a third party (eg a publisher) the Glamorgan-Gwent Archaeological Trust Ltd will be prepared to consider the granting of a license on suitable terms, which may include the waiving of any license fees. The granting of a license cannot be assumed and so it will be essential for the individual concerned to make an application at the earliest opportunity to the Trust's Chief Executive.

It is a matter of corporate policy for the Trust to protect its intellectual property rights arising from collaboration with other concerns through appropriate contractual arrangements. In the event that the contract provides for the payment of royalties to the Glamorgan-Gwent Archaeological Trust Ltd, the Trust will reward the employees or volunteers concerned to such extent, if any, as the Trust in its sole discretion considers being fair and reasonable.

### **Confidentiality**

Any information which is or has been acquired by you during or in the course of your work with the Trust, or has otherwise been acquired by you in confidence, relates particularly to our business, or that of other persons or bodies with whom we have dealings of any sort and has not been made public by us, or with our authority shall be confidential and unless in the course of our business or required by law, you shall not, either before or after the termination of your voluntary work disclose such information to any person without our prior written consent.

You shall exercise reasonable care to keep safe all documents or other material containing confidential information, and on the termination of your placement, or at any other time, upon demand return to us such material in your possession.

## ***Personal Conduct***

### **Drugs & Alcohol**

You should not at any time bring onto the company sites or premises any item of alcohol or drugs (other than those prescribed by your doctor). The company may test for drugs and alcohol.

### **Standards of dress**

You should wear appropriate clothes relative to your volunteering activities, which must be kept clean and tidy at all times. In respect of excavation and other fieldwork this should be applied wherever practicable.

### **Conduct Towards Others**

You must behave with civility towards others. Rudeness will not be tolerated towards other members of staff, volunteers, customers or members of the public. Objectionable or insulting behaviour, or bad language, may render you liable to exclusion. Your attention is drawn to the Glamorgan-Gwent Archaeological Trust Ltd's policy on harassment.

### **Health and Safety**

You must abide by the general health and safety rules and procedures. You must not do anything that could threaten the health or safety of yourself, employees, volunteers, customers or members of the public. You must make yourself familiar with our health and safety policy and your health and safety duties and responsibilities; full details can be provided by the Health & Safety Officer.

Smoking is not permitted on our sites or premises.

Where your voluntary work requires you to wear protective clothing or specialist kit as a Health and Safety Requirement, this will be provided by us and must be worn as directed.

You must take all reasonable steps to ensure that such clothing and kit is properly maintained. Any damage to such clothing or kit must be immediately reported and the item replaced.

### **Hygiene**

Any cut or burn on the hand or arm must be covered with a suitable approved dressing.

If you are suffering from an infectious or contagious infection, disease or illness, you must not volunteer without written clearance from your doctor.

## ***Effective Use of Company Resources***

### **Use of premises or property**

You should turn off unnecessary lighting, heating, and water supply.

Use of our property for a purpose other than normal duties is not permitted.

No property is to be taken away from our sites or premises without prior written permission from the relevant line manager.

You must notify the appropriate member of management of any damage to company sites or premises immediately.

## **Tools and Equipment**

You should not use tools or equipment or operate machinery where you have not been trained in their use.

You must use all tools or equipment or machinery correctly and for the purposes designed.

You must report any breakages or damage to tools machinery or equipment immediately.

## **Company's Right To Search**

We reserve the right to carry out random checks on your identity, property (including vehicles) at any time whilst you are on our sites or premises or engaged in our business. Such checks do not imply suspicion in relation to any individual concerned.

In the event of a search you will be accompanied by a third party who is on the site or premises at the time a search takes place or at the time that any further questioning takes place. You may be asked to remove the contents of your pockets, drawers, or bags, or vehicles.

You have the absolute right to refuse to be searched.

If necessary, we reserve the right to involve the police.

## ***Other General Notices***

### **Condition of workplaces**

Both with regard to safety and appearance all work areas must be kept clean and tidy at all times.

### **Personal Property**

As we do not accept liability for loss of, or damage to property you bring onto the sites or premises, please do not bring personal items of value onto the site or premises. Other than those brought in on a day-to-day basis, personal belongings may not be should not be stored on Glamorgan-Gwent Archaeological Trust Ltd sites or premises.

### **Notice Board**

We will use a Notice Board to inform you of matters of general interest. You are encouraged to consult this regularly.

### **Parking**

To avoid congestion all vehicles must be parked only in the designated parking areas. No liability is accepted for damage to vehicles, however caused.

### **Lost property**

If you discover property belonging to an employee, volunteer or a visitor to the offices or any other company site this should be handed to the Secretaries Office.

**Mail**

All mail we receive is opened and logged whether corporately or individually addressed. Private mail should not be sent to our address, if it is it will be duly processed.

No private mail may be posted at our expense.

**Telephone calls**

Telephones are provided for business use only. Personal telephone calls are allowed in the case of emergency.

**Buying or selling goods**

You are not allowed to buy or sell goods on your own behalf on our sites or premises.

**Political and religious activities**

As an organisation we have no political or religious bias. We allow no political or religious activities on our sites or premises.

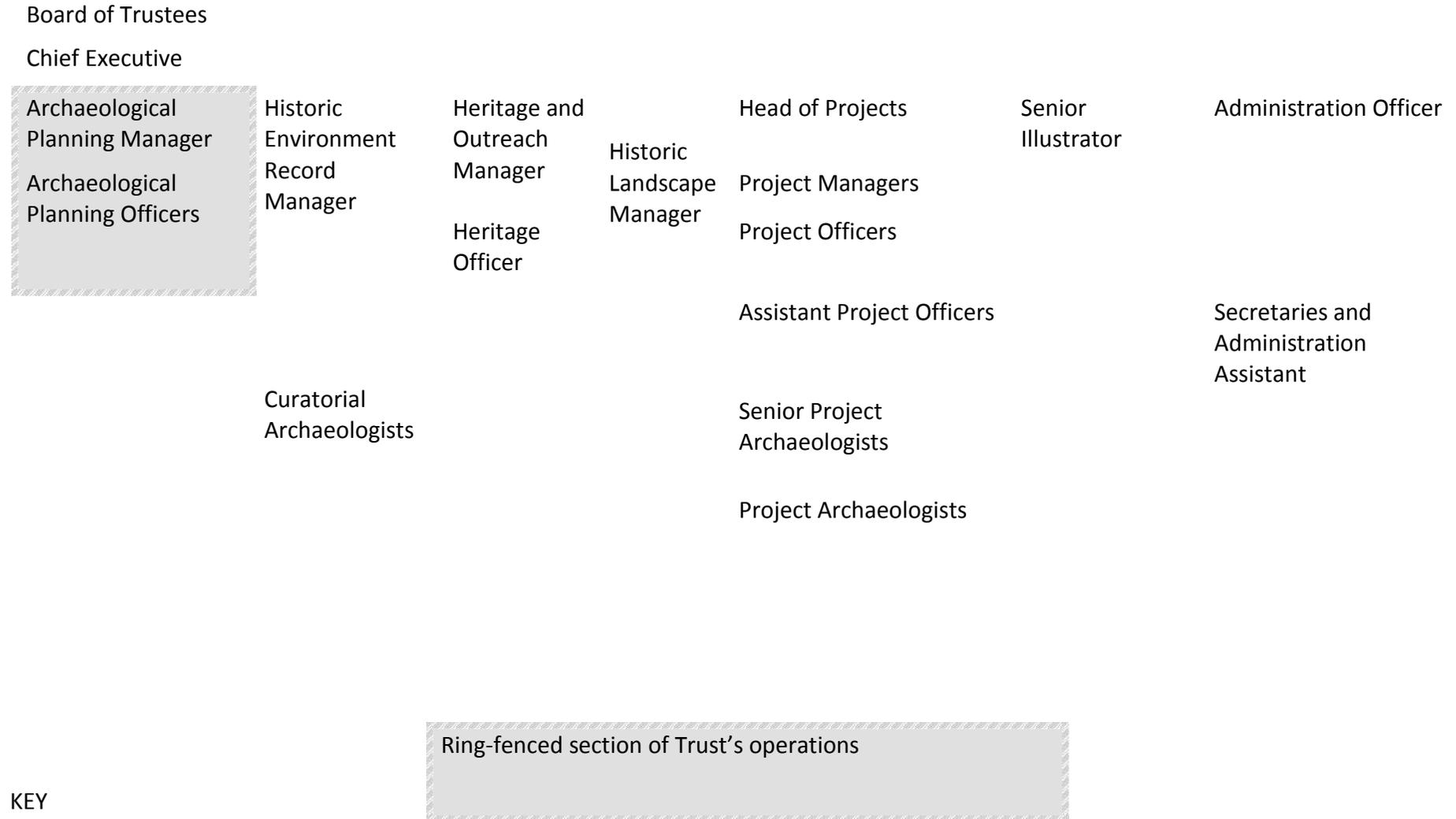
## Procedures

### **Induction Procedure**

At the commencement of your voluntary placement you will attend an induction programme.

- The induction process will cover:
- A short introduction to the Trust;
- An introduction to the Access to Archaeology Project;
- Housekeeping information;
- Health and Safety.

## Appendix 1 Glamorgan-Gwent Archaeological Trust Ltd - Structure



## **Appendix 2 List Of Principal Managers**

At 1 December 2014 the following managers were in post.

Chief Executive Officer	Andrew Marvell
Head of Projects	Richard Lewis
Heritage and Outreach Manager	Dr Edith Evans
Acting Archaeological Planning Manager	Judith Doyle
Historic Landscapes Manager	Richard Roberts
Historic Environment Record Manager	Charina Jones
Administration Officer	Carol Wilson

Certain of these members of staff listed have specific additional areas of responsibility in addition to their normal duties.

Company Secretary	Andrew Marvell
Health & Safety Officer	Martin Tuck
Training Champion	Dr Edith Evans