

Code of Conduct – Society of Archivists (UK, Ireland)

In 1994, the members of the Society of Archivists (now merged into the Archives and Records Association) agreed by ballot to the introduction of a binding Code of Conduct, as a condition of membership of the Society, to take effect from 1st October 1994. This Code of Conduct has been adopted by the Archives and Records Association.

Purpose

The purpose of the Code of Conduct is to set out the standards of professional behaviour expected of archivists, archive conservators, records managers and those occupied in related activities, who are members of the Archives & Records Association. No exhaustive Code of Conduct can be laid down to cover all situations. However, the Council of the Association is always available to give guidance to members: members have a duty to obtain a ruling, through the Honorary Secretary of the Association, on all occasions when they are in doubt as to the proper standards of professional behaviour.

General guidelines

The Code of Conduct sets out certain, basic principles that are intended to help members maintain the highest standards of professional conduct. Should a case arise where a member is believed to have fallen short of the standards desired, procedures are defined within the Articles of Association of the Archives & Records Association and within the Bye-Laws of the Association, which permits the convening of a Disciplinary Panel to consider the matter.

Standard requirement

All applicants for membership of the Archives & Records Association are required to sign an undertaking that they will abide by the Code of Conduct if elected.

The Code of Conduct

The purpose of the Code of Conduct is to set out the standards of professional behaviour expected of archivists, archive conservators, record managers and those occupied in related activities who are members of the Archives and Records Association (UK & Ireland). No exhaustive Code of Conduct can be laid down to cover all situations. However, the Council of the Association is always available to give guidance to members: members have a duty to obtain a ruling, through the Honorary Secretary of the Association, on all occasions when they are in doubt as to the proper standards of professional behaviour.

All applicants for membership of the Association are required to sign an undertaking that they will abide by the Code of Conduct if elected

The Code of Conduct of the Archives and Records Association (UK & Ireland) is as follows: ~

- members must seek to promote the objects of the Association as set out in its Memorandum and Articles of Association and must not engage in any action which is contrary to those objects
- members of the Association should conduct themselves in such a way that their behaviour would not be regarded by the Council of the Association as professional misconduct

- members must endeavour to develop their professional understanding and expertise, to contribute to extending the body of professional knowledge and to ensure that those whose training or activities they supervise are equipped to carry out their tasks in a competent manner
- members must act with due regard to the Association's Equal Opportunities Policy and not discriminate in their dealings with individuals, or organisations on the grounds of race, colour, religious beliefs or practices, ethnic or national origin, disabilities, gender, sexuality, marital status and age
- members must refrain from activities that might prejudice their professional integrity and, in particular, must ensure that private research and publication, personal collecting interests or collaboration with the media do not conflict with or encroach upon their professional responsibilities
- members must perform their functions in respect of the creation, maintenance and disposal of current and semi-current records, the selection, acceptance or acquisition of records for archival custody, the safeguarding, preservation and conservation of records in their care and the arrangement, description, publication and making available for use of those records in accordance with generally accepted archival practices, offering impartial advice to all and employing available resources to provide a balanced range of services
- members must not misuse or allow unauthorised disclosure or use of any information acquired by them in confidence in the course of their professional work
- the primary duty of members is to maintain the integrity of the records in their care and custody but in performing this duty they must balance the respective legitimate rights and interests of employers, owners, data subjects and users, both present and future
- members must seek to avoid conflict with their professional colleagues and with members of related professions and strive to resolve difficulties by agreement on a basis of mutual respect and understanding
- members must not seek or seem to ascribe to the Association responsibility for views expressed or actions taken by them unless expressly authorised to do so.

All enquiries concerning the Code of Conduct should be addressed to the Honorary Secretary of the Archives and Records Association (UK & Ireland) at the address shown on the application form.

Equal Opportunities Policy

The Association is committed to promoting equality of opportunity for all within the world of archives, records management and archive conservation, regardless of race, colour, religious beliefs or practices, ethnic or national origin, disabilities, gender, sexuality, marital status and age. In particular the Association is committed to encouraging equal access to education and training, employment and advancement within the profession.

Last Updated (Thursday, 27 January 2011 18:16) Wednesday, 28 July 2010 11:25