

The
Palaeontological
Association

Registered Charity No. 1168330

Ethics Code

Summary

This document sets out The Palaeontological Association (PalAss) Ethics Code.

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1. INTRODUCTION

The Palaeontological Association ('The Association') was founded in 1957 and has become one of the world's leading learned societies in this field. The Association is a registered charity that promotes the study of palaeontology and its allied sciences through publication of original research and field guides, sponsorship of meetings and field excursions, provision of web resources and information and a programme of annual awards.

The Association set up an Ethics Committee chaired by one of the Vice-Presidents in 2024. The Committee oversees all codes of conduct, ethical statements, and is integral to the process of reporting any breaches.

2. SCOPE

The Ethics Code applies across all Associations activities; but with particular emphasis on: Members' conduct, conduct of delegates at Association events (e.g. meetings), anti-corruption and bribery policies, and conduct of authors in Association publications.

3. CODE OF CONDUCT FOR MEMBERS

The Palaeontological Association aims to create an inclusive and diverse environment within the palaeontological community, and to protect members from harassment and discrimination. The Members' Code of Conduct applies to all Palaeontological Association members carrying out related activities, including students, professionals, amateurs and retired members, and must also be respected by members in any professional workplace.

The Palaeontological Association ('The Association') and its membership will not discriminate on the basis of race, colour, ethnic origins, immigration status, religion, age, marital status, parental status, sex, sexual orientation, gender identity or expression, socioeconomic background, educational background, or disability. All members should promote a culture of scientific and research integrity, respect, fairness, and inclusivity and be aware of and avoid conflicts of interest.

Any behaviour that affects or causes damage to a person or a group on the basis of the aforementioned categories is unacceptable and prohibited by this Code of Conduct. Inappropriate behaviours include harassment of any form; physical, verbal, sexual, and written abuse; bullying; stalking; photographing and recording others without their consent; displaying or distributing inappropriate images and recordings; emotional, professional, and financial threats; fabrication or falsification of data or results; plagiarism.

Trustees and employees of the Association and all recipients of grants are required to sign a Professional Standards and Behaviour self-declaration form (Appendix A) to declare whether or not they have been sanctioned or found at fault as the result of a complaint, investigation or other proceeding relating to their professional conduct. Members nominating others for an award are required to sign a third-party Professional Standards and Behaviour declaration (Appendix B) stating whether, to the best of their knowledge, the person they are nominating has ever been sanctioned or found at fault as the result of a complaint, investigation or other proceeding relating to their professional conduct. Previous sanctions or finding-of-fault in an investigation does not necessarily preclude an individual from serving as a Trustee, employee, or receiving a grant or award.

The disciplinary action taken by the Palaeontological Association will be decided based on the individual circumstances of the code of conduct violation, its severity and whether it was a single event or a repeated infringement. The reprimands may include, but are not restricted to, written reprimand or warning, removal from Association positions, removal from Association meetings or events, suspension from presenting at Association meetings, suspension from attending future Association activities (including events, field trips, short courses and meetings), suspension from submission of manuscripts to Palaeontology and Papers in Palaeontology, suspension of Association membership, expulsion from the Association, and/or denial or revocation of grants and awards.

3. CODE OF CONDUCT FOR EVENTS AND MEETINGS

The Palaeontological Association holds regular meetings and events throughout the year. The Association's Meetings Code of Conduct relates to the behaviour of all participants and attendees at all events run by the Association, and acts alongside the Code of Conduct for Members.

It is the expectation of the Palaeontological Association that meeting attendees behave in a courteous, collegial and respectful fashion to each other, volunteers, exhibitors and meeting facility staff.

Attendees should respect common sense rules for professional and personal interactions, public behaviour (including behaviour in public electronic communications), common courtesy, and respect for private property.

Demeaning, abusive, harassing or threatening behaviour, discrimination on the basis of race, ethnic origins, immigration status, religion, age, marital status, parental status, sex, sexual orientation, gender identity or expression, socioeconomic background, educational background, or disability will not be tolerated. Inappropriate physical contact, unwelcome sexual attention, including verbal or physical actions of a sexual nature towards other attendees or towards meeting volunteers, exhibitors or facilities staff and security will not be tolerated, either in personal or electronic interactions.

Respect for the intellectual property of presenters should be maintained at all times. Photographing or recording a talk without the author's express permission is forbidden. While the default assumption is to allow open discussion of presentations on social media, attendees are expected to respect any request by an author to not disseminate the contents of their talk or poster. Questions and discussion should be constructive, respectful, and focus on data and ideas rather than individuals.

The disciplinary action taken by the Palaeontological Association will be decided upon based on the individual circumstances of the code of conduct violation, its severity and whether it was a single event or a repeated infringement. The subject of the enquiry (the party or parties whose behaviour is reported to be in breach of the Ethics Code) can be warned or asked to leave the meeting venue if satisfactory evidence has been presented in support of the violation of the Code of Conduct in order to ensure immediate safeguarding of the complainant before the investigation is completed. Further reprimands may include, but are not restricted to, written reprimand or warning, removal from Association positions, suspension from presenting at Association meetings, suspension from attending future Association activities (including events, field trips, short courses and meetings), suspension from submission of manuscripts to Palaeontology and Papers in Palaeontology, suspension of Association membership, expulsion from the Association, and/or denial or revocation of grants and awards.

4. ANTI-CORRUPTION AND BRIBERY POLICY

A bribe is an inducement or reward offered, promised or provided in order to gain any contractual, commercial, professional, personal or regulatory advantage.

It is the Association's policy to conduct its business in an honest and ethical manner. The Association takes a zero-tolerance approach to bribery and corruption and is committed to acting professionally, fairly and with integrity in all of its business dealings and relationships wherever the Association operates. This policy applies to all employees of the Association, including Council members, Trustees, third party contractors, temporary staff and any Members who are carrying out activities on behalf of the Association. It is obligatory for all to adhere to the requirements of the policy. The policy applies to conduct both within and outside the UK.

The Association must uphold all UK laws relevant to countering bribery and corruption including the Bribery Act 2010 ('the Act'), in respect of its conduct both at home and abroad.

The purpose of this policy is:

- A. To set out the responsibilities of the Association, and of those working for it, in observing and upholding our position on bribery and corruption.
- B. To provide information and guidance to those working for the Association on how to recognise and deal with bribery and corruption issues.

The Palaeontological Association is a charitable organisation registered in the UK. Bribery and corruption are punishable for individuals by up to ten years' imprisonment under UK law and if the Association is found to have taken part in corruption it could face an unlimited fine, be banned from aspects of public life, lose its charitable status and face damage to its reputation. The Association therefore takes its legal responsibilities very seriously.

In this policy, a 'third party' is any individual or organisation members come into contact with during the course of their work for the Association, and includes customers, suppliers, distributors, business contacts, agents, advisers, and government and public bodies, including their advisors, representatives and officials, politicians and political parties.

GIFTS AND HOSPITALITY

In addition to the requirements set out below, members must register any gifts or hospitality given or received as part of their activities for the Association with an estimated value in excess of £100 with their line manager (if an employee) or with Council (for all other roles). The details of how to do this are set out below. Further, members must obtain the written approval (physical or electronic, e.g. e-mail) of their line manager (if an employee) or from Council (for all other roles) in relation to any gifts or hospitality given or received with an estimated monetary value in excess of £500. Members may register or obtain consent on a voluntary basis in relation to gifts or hospitality below the relevant figures.

The Association recognises that the practice of the giving and receiving of business gifts or hospitality varies between countries and regions and what may be normal and acceptable in one region may not be in another. The test to be applied is whether in all the circumstances the gift or hospitality is reasonable and justifiable. The intention behind the gift or hospitality should always be considered.

This policy does not prohibit normal and appropriate hospitality and gifts to or from third parties, for the purposes of establishing or maintaining good business relationships or improving or maintaining the Association's reputation or image, if the following requirements are met:

- A. They are not made with the intention of influencing a third party to obtain or retain business or business advantage, or to reward the provision or retention of business or a business advantage, or in explicit or implicit exchange for favours or benefits.
- B. They are given in the Association's name (or by a named body representing the Association, e.g. Council), not in a member's personal name.
- C. Gifts do not include cash or cash equivalent (such as gift certificates or vouchers).
- D. They are appropriate in the circumstances. For example, lunch or catering at meetings.
- E. They are given openly, not secretly.

Gifts should not be offered to, or accepted from, government officials or representatives, or politicians or political parties, without the prior approval of Council. Any such gifts must be registered regardless of value.

If members have any concerns or queries regarding a gift or hospitality, these should be raised with Council.

UNACCEPTABLE BEHAVIOUR

It is not acceptable for members (or someone on a member's behalf) to:

- A. Give, promise to give, or offer, a payment, gift or hospitality with the expectation or hope that either a personal or business advantage will be received, or to reward either a personal or business advantage already given.
- B. Give, promise to give, or offer, a payment, gift or hospitality to a government official, agent or representative to "facilitate" or expedite a routine procedure.
- C. Accept payment from a third party that a member knows or suspects is offered with the expectation that it will obtain either a personal or business advantage for them.
- D. Accept a gift or hospitality from a third party if a member knows or suspects that it is offered or provided with an expectation that either a personal or business advantage will be provided by the Association in return.
- E. Accept a gift or hospitality from a third party who is tendering for a contract to be awarded by the Association either on its own or jointly with other parties and for a period of three months after the award of the contract.
- F. Turn a blind eye to any of the above (i.e., ignoring the above when one knows it is occurring).
- G. Threaten or retaliate against another individual who has refused to commit a bribery offence or who has raised concerns under this policy.
- H. Engage in any activity that might lead to a breach of this policy

KICKBACKS AND FACILITATION PAYMENTS

The Association does not make, and will not accept, "kickbacks" or "facilitation" payments of any kind. Facilitation payments are typically small, unofficial payments made to secure or expedite a routine government action by a government official. They are not commonly paid in the UK, but may be common in other parts of the world.

If a member is asked to make a payment on the Association's behalf, the member should always be mindful of what the payment is for and whether the amount requested is proportionate to the goods or services provided. Members should always ask for a receipt which details the reason for the payment. If members have any suspicions, concerns or queries regarding a payment, these should be raised with Council. All individuals must avoid any activity that might lead to, or suggest, that a facilitation payment or kickback will be made or accepted by the Association.

DONATIONS

Donations received outside of usual processes (e.g., during registration) by the Association must be declared to Council. Vetting of the donation source for appropriateness must be undertaken by the Ethics Committee. Any requirements or clauses attached to the donation must be discussed within the framework of this policy.

The Association does not make any contributions to political parties.

RECORD-KEEPING

The Association must keep financial records and have appropriate internal controls in place which will evidence the business reason for making payments to third parties.

If members are required to register a gift or hospitality under this policy they must notify their Council within one calendar month.

Requests to Council for written approval (physical or electronic, e.g. e-mail) for the giving of gifts or hospitality must be submitted in advance where possible to allow time for a decision to be made.

All accounts, invoices, memoranda and other documents and records relating to dealings with third parties, such as clients, suppliers and business contacts, should be prepared and maintained with strict accuracy and completeness. These records must follow the guidelines set out under the Association's 'Record Management and Retention Policy'. No accounts must be kept "off-book" to facilitate or conceal improper payments.

Individuals who refuse to accept or offer a bribe, or those who raise concerns or report another's wrongdoing, are sometimes worried about possible repercussions. The Association aims to encourage openness and will support anyone who raises genuine concerns in good faith under this policy, even if they turn out to be mistaken.

The Association is committed to ensuring no one suffers any detrimental treatment as a result of refusing to take part in bribery or corruption, or because of reporting in good faith their suspicion that an actual or potential bribery or other corruption offence has taken place, or may take place in the future. Detrimental treatment includes (but is not limited to) dismissal, disciplinary action, threats or other unfavourable treatment connected with raising a concern.

5. CODE OF CONDUCT FOR AUTHORS IN PALASS PUBLICATIONS

AUTHORSHIP AND CONTRIBUTION

All authors should have made a material contribution to the research from which a publication is derived (including conception and design, or acquisition of data, or analysis and interpretation of data, or drafting the article or revising it critically for important intellectual content). They should have approved the final version to be published and agree to be accountable for the aspects of the work that they conducted. Individuals whose contributions do not meet these criteria should be credited in the contributions statement, but should not be listed as authors. Acquisition of funding, provision of facilities, or supervising the research group of authors without additional contribution are not sufficient justifications for authorship.

Contributions Statements should use the CASRAI CRediT – Contributor Roles Taxonomy. This allows authors to attribute credit explicitly for a range of contributions, including to individuals who are not authors. In planning research and recognising contribution and authorship, we strongly encourage investigators to recruit, and involve at all stages of the research and publication process, suitably qualified/experienced local researchers, especially where specimens, materials and/or data are from low-income or middle-income countries.

CONFLICTS OF INTEREST

All authors, reviewers and editors must disclose any potential sources of conflict of interest. Any interest or relationship, financial or otherwise, that might be perceived as influencing objectivity is considered a potential source of conflict of interest. Potential sources of conflict of interest include but are not limited to:

- Patent or stock ownership.
- Employment by a private company or non-profit organisation.
- Membership of a company or non-profit organisation board of directors.
- Membership of an advisory board or committee for a company or non-profit organisation.
- Consultancy for or receipt of speaker's fees from a company or non-profit organisation.

- Having recently collaborated with, supervised or been mentored by any of the authors of the manuscript you have been asked to review or edit.
- Having recently or currently had a shared grant with any of the authors of the manuscript you have been asked to review or edit.
- Having a close personal, professional or collegiate relationship with any of the authors of a manuscript you have been asked to review or edit.

The existence of a conflict of interest does not preclude publication in Association journals. However, authors must declare any conflict of interest on submission and in the Acknowledgements section of the manuscript.

If the authors have no conflict of interest to declare, they must also state this at submission. It is the responsibility of the corresponding author to review this policy with all authors and to collectively list in the online submission system and in the manuscript Acknowledgements section ALL pertinent commercial and other relationships.

Reviewers or editors, including Handling Editors and members of the Editorial Board, who have a conflict of interest they feel will make them unable to provide an unbiased assessment of a manuscript should decline to review/edit it. Reviewer conflicts of interest should be declared to the manuscript's Handling Editor; Editor conflicts of interest should be declared to the Publications Officer.

REPORTING AND MATERIALS AVAILABILITY REQUIREMENTS

Details of palaeontological samples and specimens should include clear provenance information to ensure full transparency of the research methods. Samples should always be collected and exported in accordance with relevant permits and local, national, and international laws, and in a responsible manner. Any submission detailing new material from protected sites should include information regarding the requisite permission obtained. Palaeontological and type specimens should be deposited in a recognised museum or collection to permit free access by other researchers in perpetuity. Manuscripts will be rejected without review if authors are unable to demonstrate compliance with these requirements.

DATA AND REPRODUCIBILITY

Data are important products of the scientific enterprise, and they should be preserved and usable for decades in the future. The Palaeontological Association thus requires, as a condition of publication, that all data supporting the results in papers published in its journals are archived in an appropriate public archive offering access and guaranteed preservation. Our Instructions to Authors detail how this can be achieved.

RESEARCH INVOLVING LIVING ANIMALS

Researchers must have proper regard for conservation and animal welfare considerations. Any research using living animals must adhere to institutional, national and/or international guidelines. Where appropriate and available, approval from the appropriate animal ethics committee should be obtained before work commences.

6. REPORTING PROCEDURE

Anyone subject to, or witnessing, behaviour that constitutes an immediate or serious threat to public or individual safety or a criminal act should contact local law enforcement and take the actions necessary to maintain their own personal safety.

If you have been subject to or witnessed behaviour prohibited in any part of this Ethics Code, it should be reported via the form "Report ethics violation". All reports should be supported with all available evidence, and this evidence should be uploaded to the form at the time of the initial report.

The following procedure then applies:

1. Reports will be received by The Association's Executive Officer and Ethics Committee Chair and receipt will be automatically acknowledged. The Ethics Committee Chair will convene a committee comprising the President and three Council members (who could include the Vice Presidents, members of the Ethics Committee, the Diversity Officer, or another appropriate senior member of Council who is also a Trustee) and a committee Chair appointed. If any of these individuals is one of, has a close relationship with, or is a professional collaborator of, any of the parties involved, they should recuse themselves and the President or the Vice President will identify a replacement from among Council members.
2. The Committee will meet no later than 21 days after receiving the report to discuss it and decide if any further action should be taken. If a complaint is received about conduct at a meeting/conference, the Ethics Committee will be convened as soon as practicable, and ideally the same day as the complaint has been made. With the exception of whistleblowing concerns (see below), the Ethics Committee is not an investigatory body and will therefore decide whether further action should be taken on the basis of the evidence provided by the complainant. In the event that the complaint is received during a meeting/conference, a decision can be made to take short-term action to safeguard the complainant (see code of conduct for meetings, above).
3. If further action is favoured, a second meeting is held. In addition to the original committee, an appropriate independent member who is not a member of the Palaeontological Association (e.g., a senior officer in a learned society) will be invited. The Subject of the enquiry (the party or parties whose behaviour is reported to be in breach of the Ethics Code) will be invited to attend in order that they have the opportunity to give answers to the issues raised. The Subject may have one person attend this meeting with them.
4. After this meeting, a summary report detailing the situation and the Committee's recommendations will be prepared by the Chair and shared with Council for comment, clarification, and a final decision. Ideally, each investigation should be concluded no later than 60 days from receiving the report. All investigations will be conducted under strict confidentiality.
5. The final report will then be shared with all relevant parties and the Subject will be notified that a decision has been reached.
6. The options for censure by the Association include written reprimand or warning, removal from Association positions, suspension from presenting at Association meetings, suspension from attending future Association activities (including events, field trips, short courses and meetings), suspension from submission of manuscripts to Palaeontology and Papers in Palaeontology, suspension of Association membership, expulsion from the Association, and/or denial or revocation of grants and awards. These sanctions may be for a predetermined duration or permanent. If a member is deemed to have violated the Association's Ethics Code and it has been determined that sanctions are necessary, the Association reserves the right to contact affiliated societies, funding agencies, and the sanctioned member's home institution(s) regarding member misconduct as part of the Association's due-diligence in reporting prohibited behaviour that may breach the non-discrimination and/or harassment policies of our associates.
7. Any party named in an allegation (either accuser or accused) has leave to appeal on the basis that new facts have come to light after the enquiry has been completed or that a mistake was made in conducting the enquiry. The written appeal must be sent to both the Executive Officer and the Chair of the Ethics Committee.

If allegations pertain to criminal activity or pose a risk to public safety, the allegation(s) will be reported to the appropriate authorities.

WHISTLEBLOWING

A Whistleblower is a person who discloses information which in their genuine and reasonable belief is in the public interest and which tends to show one or more of the following:

- A. Criminal activity.
- B. Failure to comply with any legal obligation.
- C. Miscarriage of justice.
- D. Danger to health and safety.
- E. Damage to the environment.
- F. The deliberate concealment of any of the above.

Examples might be:

- A. Bribery.
- B. Financial fraud or mismanagement or impropriety.
- C. Negligence.
- D. Significant breach of a legal or regulatory obligation.
- E. Unauthorised disclosure of confidential information.
- F. Unauthorised use or mismanagement of data.
- G. The deliberate concealment of any of the above matters.

Whistleblowing concerns should be reported following the Reporting Procedure outlined above. It is important that the relevant information is provided, including:

- A. A statement that this is a whistleblowing concern under the Association's whistleblowing policy.
- B. The name of the person making the whistleblowing concern and a means of contact (if not anonymous).
- C. The background and history of the whistleblowing concern (giving relevant dates and names and positions of those who may be in a position to have contributed to the whistleblowing concern).
- D. The specific reason for the whistleblowing concern. Although someone making an allegation will not be expected to prove the truth of any allegations, they will need to provide information, to establish that there are reasonable grounds for the allegation.

Following the investigation stages outlined above, you will be given a written summary of your whistleblowing concern and an indication of how we propose to resolve the matter. However, where the matter is more serious, you feel that the whistleblowing committee has not addressed your concern, or you prefer not to raise it with them for any reason, you should consider contacting the UK Charity Commission:
<https://www.gov.uk/guidance/report-serious-wrongdoing-at-a-charity-as-a-worker-or-volunteer>.

It is understandable that whistleblowers are sometimes worried about possible repercussions. We aim to encourage openness and will support individuals who raise genuine whistleblowing concerns, even if they turn out to be mistaken.

Whistleblowers must not suffer any detrimental treatment as a result of raising a concern. No disciplinary or other action will be taken against a whistleblower who makes an allegation in the reasonable belief that it is in the public interest to do so even if the allegation is not substantiated by an investigation.

A confidential support and counselling hotline is available to whistleblowers who raise concerns. Protect is a registered Charity No.1025557 and their contact details are:

CONFIDENTIALITY AND ANONYMITY

We hope that you will feel able to report concerns openly under this Code. However, you may, if you wish, raise your concern on an anonymous basis.

We do not encourage you to make disclosures anonymously because the Ethics Committee will not be able to communicate with you or obtain further information from you if necessary. It is also more difficult to establish whether any allegations are credible.

Ethics concerns which are expressed anonymously will be considered at our discretion according to the following:

- A. The seriousness of the issues raised.
- B. In the case of whistleblowing concerns, the likelihood of confirming the allegation from alternative credible sources.
- C. In the case of non-whistleblowing concerns, it is imperative that anonymous complaints are supported by all available evidence at the time the complaint is submitted, because the Ethics Committee is not an investigatory body.

RECORD-KEEPING

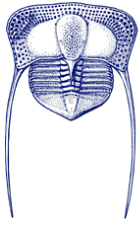
It is the responsibility of the Ethics Committee to maintain records of all concerns raised and actions taken. Information about any allegations must be shared on a need-to-know basis only. Records related to Ethics Code reports must be stored in a secure place which is only accessible to those with appropriate knowledge of the suspicions or allegations. All records created in accordance with this policy must be managed in accordance with the Association's 'Record Management and Retention Policy'.

7. DOCUMENT REVIEW AND OWNERSHIP

This document will be reviewed and updated as required, at least every 1 year, by the Ethics Committee.

This document was last reviewed in:

December 2024



The
Palaeontological
Association
Registered Charity No. 1168330

Professional Standards and Behaviour 3rd-party Declaration

Summary

This document allows individuals to declare to the best of their knowledge the current/past professional and/or ethical behaviour standing of a third-party before the third-party engages in activities that support the Association's business or have achievements recognised by the Association.

1. ABOUT

The Association requires individuals (the nominators) putting forward nominated persons (the nominees) who will engage in activities in support of the Association's business, or will have achievements recognised by the Association, to notify us of any known ongoing investigation(s), not just the outcome of completed investigations. The Association also requires nominators to notify us in the future if there are new investigations of any alleged breach of professional and/or ethical behaviour by the nominated person. This requirement remains binding for the period they were acting on behalf of the Association or, in the case of medal and award winners, in perpetuity. Members of the Association are reminded that they are also bound by the 'Code of Conduct for Members' in addition to the terms of this declaration.

2. 3RD-PARTY DECLARATION FORM

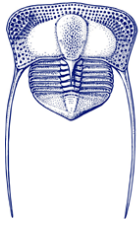
Full Name (nominator):	
Full Name (nominee):	
Reason for Declaration: e.g. medal/award/workshop/invited talk/grant/outreach/etc.	
Please select either Option A or B by marking the relevant box ↴	
Option A: To the best of my knowledge, the person I have nominated has not been sanctioned or found at fault as the result of a complaint, investigation, or other proceeding related to their professional conduct (including harassment allegations), and that they are not currently the subject of such an investigation. I will advise the Palaeontological Association if I become aware of any change to these circumstances.	<input type="checkbox"/>
Option B: I am aware that the person I have nominated has been sanctioned or found at fault as the result of a complaint, investigation, or other proceeding related to their professional conduct (including harassment allegations), or that they are currently the subject of such an investigation, but would nevertheless like to proceed with the nomination.	<input type="checkbox"/>
<i>Selecting 'Option B' is not necessarily disqualifying, but you may be contacted by a member of the Palaeontological Association Council for a confidential discussion.</i>	

Signature and Date (nominator):	
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Form template and text modified with permission from versions in use by other learned societies.

3. FORM COMPLETION AND RETURN

The form **must** be completed and returned either physically, or electronically, to the Secretary (secretary@palass.org) and/or Executive Officer (executive@palass.org) **before** any work is undertaken on the Association's behalf and/or achievements are recognised.



The
Palaeontological
Association
Registered Charity No. 1168330

Professional Standards and Behaviour Self-Declaration

Summary

This document allows individuals to self-declare their current/past professional and/or ethical behaviour standing before engaging in activities that support the Association's business or having achievements recognised by the Association.

1. ABOUT

The Association requires individuals to notify us of any ongoing investigation, not just the outcome of completed investigations, when engaging in activities in support of the Association's business, or having achievements recognised by the Association. The Association also requires individuals to notify us in the future if there are new investigations of any alleged breach of professional and/or ethical behaviour. This requirement remains binding for the period they were acting on behalf of the Association or, in the case of medal and award winners, in perpetuity. Members of the Association are reminded that they are also bound by the 'Code of Conduct for Members' in addition to the terms of this self-declaration.

2. SELF-DECLARATION FORM

Full Name:	
Reason for Declaration: e.g. medal/award/workshop/invited talk/grant/outreach/etc.	
Please select either Option A or B by marking the relevant box ↴	
Option A: I have not been sanctioned or found at fault as the result of a complaint, investigation or other proceeding related to my professional conduct (including harassment allegations), and I am not currently the subject of such an investigation. I will advise the Palaeontological Association if these circumstances change.	<input type="checkbox"/>
Option B: I have been sanctioned or found at fault as the result of a complaint, investigation or other proceeding related to my professional conduct (including harassment allegations), or I am currently the subject of such an investigation, but I would nevertheless like to proceed. <i>Selecting 'Option B' is not necessarily disqualifying, but you may be contacted by a member of the Palaeontological Association Council for a confidential discussion.</i>	<input type="checkbox"/>
Signature and Date:	

Form template and text modified with permission from versions in use by other learned societies.

3. FORM COMPLETION AND RETURN

The form **must** be completed and returned either physically, or electronically, to the Secretary (secretary@palass.org) and/or Executive Officer (executive@palass.org) **before** any work is undertaken on the Association's behalf and/or achievements are recognised.