

**POLICIES OF FLORIDA PUBLIC ARCHAEOLOGY NETWORK,**  
**UNIVERSITY OF WEST FLORIDA**

The Florida Public Archaeology Network (a program of the University of West Florida) ("FPAN") is funded in large part from public funds. Accordingly, it is important to assure that the operations of FPAN are carried out in a manner consistent therewith. The following policies specific to the operation of FPAN are adopted.

**1. POLICY CONCERNING CONFLICT OF INTEREST**  
(approved by the Board of Director 16 December 2011)

The Florida Public Archaeology Network (a program of the University of West Florida) ("FPAN") is funded in large part from public funds. Accordingly, it is important to assure that the operations of FPAN are carried out in a manner consistent therewith. The following policies specific to the operation of FPAN are adopted.

No member of the Board of Directors of FPAN shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with FPAN. Each individual shall disclose to the Board any personal interest which he or she may have in any matter pending before the organization and shall refrain from participation in any decision on such matter.

Any member of the Board or its staff who is an officer, board member, a committee member, or staff member of a client organization or vendor of FPAN shall identify his or her affiliation with such entity or entities; further, in connection with any Board action specifically directed to that entity, she or he shall not participate in the decision affecting that entity and the decision must be made and/or ratified by the full Board.

Any member of the Board or its staff shall refrain from obtaining any list of clients for personal or private solicitation purposes at any time during the term of their affiliation.

Employees of FPAN who are employed by the State of Florida (the "State") through the University of West Florida or their host institutions are subject to the provisions of Chapter 112, Part III, Florida Statutes (Code of Ethics for Public Officers and Employees) and other policies and provisions of the State or their institutions regarding conflicts of employment and interest. It is the policy of FPAN that other employees of FPAN should abide by these policies and provisions as well because of the essentially public nature of their employment.

**Teaching within the Host Institution.** Full time regional FPAN employees shall not engage in regular formal class room teaching within their host institutions. FPAN employees may deliver occasional guest lectures in classes, direct or serve on thesis and dissertation committees, supervise student interns and employees, and serve on committees of the host institution as time permits and these activities are in keeping with the regions annual work plan.

**Outside Employment.** Outside employment by FPAN employees is permitted but shall not interfere with or conflict with employment with FPAN. Situations that may signal a conflict include, 1) a work schedule that interferes with the ability of the employee to deliver the FPAN program in their region, 2) work that duplicates work that is done

routinely as part of the FPAN program including work that is conducted in other regions, and 3) work that may be considered to be unethical according to the code of conduct and standards of the Register of Professional Archaeologists. Regular full-time employees of FPAN shall obtain advance written approval from the Executive Director for any outside employment or any changes in scope or purpose of any previously approved outside employment.

## **2. POLICY CONCERNING VEHICLES AND COMMUNICATION**

(approved by the Board of Director 16 December 2011)

Employees of the Florida Public Archaeology Network ("FPAN") operating an FPAN vehicle shall not communicate via phone, text, or email or engage in other activities that interfere with the safe operation of that vehicle by presenting a distraction.

FPAN vehicles are not to be utilized for personal transportation, including commuting to and from work. FPAN vehicles may on occasion be taken home overnight in the event that so doing represents a significant savings to FPAN in either funds or staff time.

## **3. POLICY CONCERNING CONFLICT WITH CRM COMPLIANCE PROJECTS**

(approved by the Board of Director 16 December 2011)

The Florida Public Archaeology Network ("FPAN") was established with the understanding that as an organization it would not compete with private sector firms providing services in Cultural Resource Management ("CRM"). It is therefore policy that FPAN does not conduct archaeology, remote sensing, historical research, specialized analytical services, expert testimony, or similar activities normally a part of compliance with federal, state, or local statute, or where regulation would require this work be conducted. If there are any questions about the existence of a conflict the case should be reviewed by the Executive Director.

## **4. POLICY CONCERNING HONORARIA, REIMBURSEMENT, AND INTELLECTUAL PROPERTY**

(approved by the Board of Director 16 December 2011)

Florida Public Archaeology Network ("FPAN") employees shall not profit from work conducted while being paid by FPAN and shall not use FPAN equipment or resources for personal profit.

- Intellectual property, including articles and books, produced by FPAN employees shall be governed by the Intellectual Property Policy of the University of West Florida ([http://research.uwf.edu/internal/ip/ip\\_policy.cfm](http://research.uwf.edu/internal/ip/ip_policy.cfm)). Unlike many divisions of the University, research and publication is not a core function of FPAN. While research and publication is encouraged on subjects pertinent to the mission of FPAN, priority in the allocation of time and other FPAN resources must reflect a proper balance between this function and the core functions of FPAN.
- Honoraria for speaking engagements and for participation in workshops, on boards, etc. that are a regular and normal part of employment at FPAN shall be turned over to FPAN and deposited in an appropriate account for the benefit of FPAN. Employees shall not obtain both travel reimbursement from outside entities and from FPAN. Employees shall not take leave in order to receive

personal benefit from delivering programs that are arranged through FPAN or that are a normal part of the delivery of the FPAN program within Florida. Advance written approval shall be obtained from the Executive Director for speaking and other engagements that are outside the regular work of FPAN, and that are to be conducted on the employee's personal time and without travel support from FPAN, and for which they desire to obtain an honorarium and outside travel reimbursement.

### **5. Policy Against Discrimination and Harassment** (approved by the Board of Director 16 December 2011)

Florida Public Archaeology Network ("FPAN") is committed to maintaining a work environment that is free of discrimination. This policy forbids any discriminatory employment action or any unwelcome conduct that is based on a person's race, color, religion, gender, national origin, age, disability, ancestry, marital status, veteran status, citizenship status, sex or gender orientation (collectively, a "protected group status"). FPAN will not tolerate any form of harassment of our employees or other persons performing services for FPAN by anyone, including any supervisor, co-worker, vendor, client, or customer.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based on a protected group status.

FPAN will not tolerate harassing conduct that:

- Affects tangible job benefits;
- Interferes unreasonably with an employee's work performance; or
- Creates an intimidating, hostile, or offensive working environment.

All employees are responsible to help assure that we avoid discrimination and harassment.

FPAN forbids retaliation against anyone for reporting discrimination or harassment, assisting in making a discrimination or harassment complaint, cooperating in a discrimination or harassment investigation, or filing an EEOC claim.

FPAN policy is to investigate all discrimination and harassment complaints thoroughly and promptly. To the extent permitted by law, FPAN will keep complaints and the terms of their resolution confidential. If an investigation confirms that a violation of our policy has occurred, FPAN will recommend corrective action, including discipline, up to and including termination of employment and reserves the right to terminate a hosting agreement if recommended corrective action is not taken.

**I acknowledge that I have received and read a copy of these policies:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name