

Vademecum of the Catalan Institute of Classical Archeology (ICAC) for the prevention, detection and action against discrimination during fieldwork

What is discrimination?

Unfavorable, inferior or excluding treatment given to a person or group by reason of age, sex, gender, ethnicity, culture, ideology, religion or any other personal or social condition or circumstance, which limits or prevents the enjoyment or exercise of equal fundamental rights and freedoms in the political, economic, social, cultural and civil spheres or in any other sphere of public life (TERMCAT).

Manifestations of discrimination are diverse. They can range from comments about physical appearance, as well as comments or behaviors with sexual connotations, to refusal to work under the authority of a person. In general, any action that has the purpose or effect of undermining a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment is considered discrimination and should be prohibited and combated.

The ICAC Code of Ethics requires that its entire staff adhere to the principles of, *inter alia*, dignity, diversity, respect for others, honesty, participation, collaboration, integrity and confidentiality (see ICAC Code of Ethics: <https://icac.cat/en/who-are-we/excellence-in-hr/code-of-ethics/>).

Practical tips and guidelines for all people involved in fieldwork:

- Make sure that an environment of complicity conducive to discrimination, harassment and / or aggression is not established.
- React as soon as possible to comments and behaviors that may be sexist, racist, homophobic, capacitive, classist, or any other discriminatory behavior that may occur. Although it is important to react immediately, it is never too late to do so.
- Listen with respect to people directly affected by discrimination.
- Agree to question your own behavior.
- In case of any situation of discrimination, harassment, physical or verbal aggression, including harassment or sexual assault:
 - Inform the Equality Committee, the director of the Institute or the representatives of the workers (the "Reference People" of the center) so that the person concerned can receive the necessary advice.

- Listen to the victim carefully and proactively, without judging or minimizing the facts.
- Show your support by ensuring her/his security and guaranteeing her/his anonymity if desired.
- Avoid the reinterpretation of the facts as well as the creation of false expectations.
- Avoid paternalistic attitudes (these occur when decisions are made without the consent of the affected person).
- Avoid making value judgments about the actions of the affected person.
- Avoid re-victimizing the affected person.

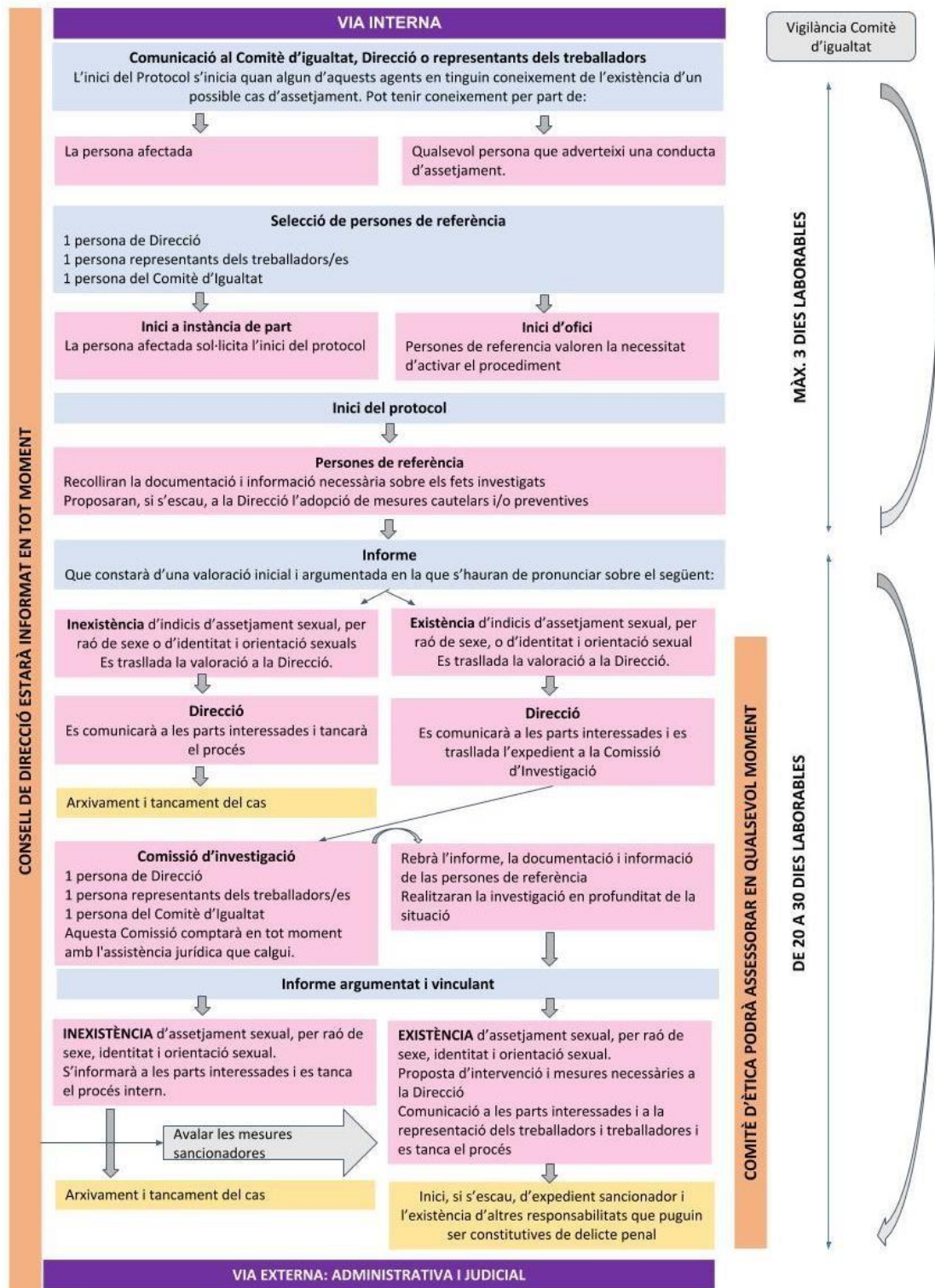
Specific guidelines and tips for the staff responsible for fieldwork:

- Promote equality policies and work organization that make discrimination difficult.
- Facilitate participatory management and leadership styles that stimulate group cohesion and promote the flow of information among all team members.
- Use inclusive, non-discriminatory language
- Show this Vademecum and the Charter of Ethics to everyone involved in the fieldwork (group of volunteers and students, technical and research staff, etc.), and make sure they agree and sign.

- Let know who are the “Reference People” of the center (people in charge of informing, advising and accompanying the affected person throughout the process) and the different ways to get in touch with them.
- Inform about the existence of the Institute’s “Protocol for the Prevention, Detection and Action Against Situations of Sexual Harassment, Gender Identity and Sexual Orientation” and its Implementation Guide
- Avoid any discrimination by remembering the aforementioned regulations.
- React to the first signs of discrimination, activating the aforementioned procedures, regardless of the hierarchical level of the culprit. Remind the victim of the possibility of filing a complaint.

**Procedures for action in cases of discrimination (based on the Institute's

 "Protocol for Action in Sexual Harassment"):**



LEGAL REMINDERS:

Disciplinary measures

In accordance with the provisions of Article 96.1 (a) and (b) of the TREBEP, the commission of a very serious misconduct may result in disciplinary dismissal. For its part, Organic Law 10/1995, of 23 November of the Penal Code, establishes the following in articles 184 and 173.1:

«Article 184.

1. A person who asks for sexual favors, for himself or for a third party, in the context of a professional relationship, teaching or the provision of services, continuous or habitual, and with this behavior causes the victim an objective and seriously intimidating, hostile or humiliating situation, should be punished, as the perpetrator of sexual harassment, with a prison sentence of three to five months or a fine of six to 10 months.

2. If the perpetrator of sexual harassment has committed the act by taking advantage of a situation of employment, teaching or hierarchical superiority, or with the explicit or tacit announcement of causing the victim a prejudice related to the legitimate expectations that that may have in the scope of the relationship indicated, the penalty is imprisonment for five to seven months or a fine of 10 to 14 months.

3. When the victim is particularly vulnerable, due to his or her age, illness or situation, the penalty shall be imprisonment for five to seven months or a fine of 10 to 14 months in the cases provided for in paragraph 1, and imprisonment from six months to one year in the cases provided for in paragraph 2 of this article. "

« Article 173.

1. Whoever inflicts degrading treatment on another person, and seriously undermines his or her moral integrity, shall be punished by imprisonment from six months to two years.

Those who, in the field of any employment or civil service relationship and taking advantage of a superior situation, carry out repeatedly hostile or humiliating acts against another which, without reaching a degrading treatment, involve serious harassment against the victim, shall be punished by the same penalty.. (...).»

If you have any opinions about this Vademecum and the accompanying Charter, please send your comments and suggestions to:
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This Vademecum was prepared by the Equality Committee of the ICAC in April 2022 with the support of the Ethics Committee, based on the Vademecum of [Paye Ta Truelle and the Association Archéo-Éthique](#) and in the the "Protocol of the Catalan Institute of Classical Archaeology for the prevention, detection and action against situations of sexual harassment and for reasons of sex, gender identity and sexual orientation".