

## ***PROFESSIONAL HISTORIANS ASSOCIATION (QLD) INC***

### **CODE OF PRACTICE \***

[\*Regulations made pursuant to Clause 26(b) of the Rules and adopted by a general meeting of ordinary members on 27 February 1990.]

#### Preamble

To consolidate high standards of professionalism, integrity and scholarship among practising historians in Australia wherever they are employed, members of the Professional Historians Association (Queensland) Incorporated shall subscribe to the following code of ethics:-

1. Members shall be careful in any historical writing or public comment or testimony to indicate whether the statements made are an interpretation of facts or opinion or belief. Members shall avoid exaggerated or unwarranted statements and shall take care to inform themselves of and to comply with all legal requirements relating to their work.
2. Members shall make public acknowledgment of the work of others and shall not plagiarise.
3. Members shall respect the rights of informants by acknowledgment of their contributions, or not, according to informants' wishes.
4. Members shall not refuse any reasonable request to share their knowledge or expertise, and shall as far as possible make available the sources to which they have had access.
5. Members shall resist pressure from any source including employers and informants, to manipulate evidence so as to conceal or distort information.
6. Members shall not allow personal convictions or beliefs to justify persistent falsification, misrepresentation, or concealment.
7. Members shall not, without due permission, use any confidential information acquired during the course of their work for personal advantage or for the advantage of a co-worker or a third person. Nor shall a member use such information to the disadvantage of employers or clients nor disclose such information, except where such disclosure may be justified at law.
8. Members shall not claim as their own, work to which they contributed a small part of the whole.
9. Members shall take particular care not to abuse their authority to the disadvantage of students, assistants or fellow historians.
10. Members shall give those working under their direction reasonable opportunity to advance their knowledge and experience.
11. Members shall respect the integrity of research material. Members shall not engage in vandalism or misappropriation of research material whether in public or private ownership.
12. Members have a duty to exercise proper care to ensure the preservation of archival materials that appear to be at risk through neglect, threat of destruction, or any other cause.
13. Members shall engage, or advise an employer to engage, other experts and specialists whenever the employer's or client's interests would be better served by such service. Members shall not accept a concealed fee for referring a client or employer to a specialist or for recommending services other than their own.
14. Members shall apply strictly professional criteria to all matters of appointment, promotion and award without reference to race, colour, sex, sexual orientation,

- religion, national origin or beliefs.
15. Members shall not knowingly misrepresent the competence or integrity of any other member of the profession.
  16. Members shall not through negligence or malice injure directly or indirectly the reputation, prospects or business of any other person or organisation.
  17. Members shall not make false claims in their curriculum vitae, biographical notices and the like.
  18. Members shall not claim to act on behalf of the Professional Historians Association (Queensland) Incorporated without the express authority of the Management Committee.
  19.
    - (a) If a member is reported to have acted unethically or unfairly, the complainant shall provide full documentation of the complaint to the Secretary who shall forward it to the Membership sub-committee for consideration.
    - (b) If the Membership sub-committee considers that the member is in serious breach of the code of practice it may recommend to the Management Committee;
      - (i) that the person's membership be suspended; or
      - (ii) that the member be required to make a written or verbal, public or non public, confidential or non-confidential (all as determined by the Management Committee) statement and/or apology to the Association, the complainant, an employer, a client, or other persons (as determined by the Management Committee); or
      - (iii) that the member be required to comply with any combination of (i) and (ii); or
      - (iv) that that person's membership be terminated.