

## CODE OF ETHICS AND PROFESSIONAL PRACTICE

The Code of Ethics and Professional Practice sets out expected standards of conduct for members of the Professional Historians' Association of New Zealand Aotearoa (PHANZA). PHANZA seeks to promote an ongoing discussion of ethics and professional practice among its members to help ensure that standards of excellence are maintained across the profession.

### RESPONSIBILITIES TO THE PUBLIC

1. Members should conduct all aspects of their historical practice in a way that honours Te Tiriti o Waitangi
2. Members should acknowledge that decisions about whether and how to present their kōrero tuku iho, mātauranga and other cultural taonga sit with the relevant whānau, hapū or iwi
3. Members should serve as advocates for the care, preservation and appropriate accessibility of historical resources of all kinds, including intangible cultural resources
4. Members should encourage the depositing of historical resources in appropriate repositories, especially if destruction or permanent damage is likely if this is not done
5. Members should engage in conduct that is legal, ethical and enhances the status and utility of the historical profession in the public eye
6. Members should serve the public as conscientiously as possible, acknowledging its diversity and potential for competing interests
7. Members should feel encouraged to comment publicly on historical matters that correspond to their areas of specialist knowledge and cultural competence
8. Members should not conduct themselves in a way that serves to diminish or disregard the histories of marginalised groups.

### RESPONSIBILITIES TO THE PROFESSION

1. Members should conduct historical research with thoroughness and integrity, and ensure that their interpretation of the evidence available to them is well-founded
2. Members should comply with the rules and regulations of libraries, archives and other repositories, including by gaining appropriate permission for access to and reproduction of sensitive or fragile material
3. Members should represent and acknowledge the qualifications, findings and views of others with accuracy and respect, using appropriate forms of citation
4. Members should take reasonable steps to make their research publicly available, if that is acceptable to their informants and their clients or employers
5. Members should familiarise themselves where necessary with the codes of ethics and professional practice of related organisations
6. Members should familiarise themselves with the legislative frameworks within which they are obliged to operate
7. Members should ensure that all professional historians work in an environment in which there is free and fair access to information about employment opportunities
8. Members should endeavour to share their expertise with students, interns, early career and other members of the profession
9. Members should review the work of other historians in a manner that is fair-minded and courteous
10. Members should be responsive to opportunities to be inclusive and to welcome members of underrepresented groups into the profession

11. Members should seek to understand the history of their profession, recognising that exclusionary and culturally inappropriate practices can have long-term consequences.

## RESPONSIBILITIES TO CLIENTS AND EMPLOYERS

Professional historians have a responsibility to perform work competently and independently on behalf of clients or employers, and an associated responsibility to ensure that work is consistent with the public interest.

1. Members should respect the right of clients or employers to determine the purpose of the professional services to be provided, except in cases where this is unprincipled or illegal
2. Members should represent their qualifications and skills accurately and work within the limits of their professional and cultural competence
3. Members should set fees that are consistent with their professional status and experience
4. Members should negotiate an agreement or contract with clients or employers, which may set out the framework, methodologies, completion schedule, copyright and dispute resolution arrangements
5. Members should plan and complete projects undertaken on behalf of clients or employers as carefully and promptly as possible
6. Members should keep clients or employers informed of progress according to an agreed project schedule and notify them of any significant changes to that schedule
7. Members should exercise and maintain independent professional judgement on behalf of clients or employers
8. Members should not offer professional services to clients or employers by stating or implying an ability to influence outcomes by improper means
9. Members should not undertake work in which they hold an actual or potential conflict of interest without full written disclosure to clients or employers
10. Members should not disclose confidential information gained in a relationship with clients or employers, unless such disclosure is required by a process of law
11. Members should not use the power of any office or professional relationship to obtain an advantage that is not in the public interest.

## RESPONSIBILITIES TO ONESELF

1. Members should take reasonable steps to keep up to date with key developments in their specialist areas and wider historical practice
2. Members should seek expert advice to resolve any complex ethical issues that may arise in their historical practice
3. Members should maintain an active social conscience in relation to their interpretations of the past
4. Members should be courteous and respectful of others in all professional contexts, including verbal, email and social media communications
5. Members should not discriminate against others or deliberately commit a wrongful act in any professional situations.

*Ratified at an EGM held at Antrim House, Wellington, on 8 December 2021.*