



Archaeology Southwest

# Archaeology Southwest Volunteer Orientation



# Welcome!

Thank you so much for volunteering for Archaeology Southwest! Our volunteers play crucial roles in our mission to explore and protect the places of our past. We are glad you are here, and we want to ensure that your expectations are met. Included in this packet is some general information about Archaeology Southwest and its work, as well as guidelines we have established to make everyone's experience at Archaeology Southwest a safe and positive one.

**Our mission:** To explore and protect the places of our past.

For three decades, Archaeology Southwest has practiced a holistic, conservation-based approach to exploring the places of the past. We call this Preservation Archaeology. By exploring what makes a place special, sharing this knowledge in innovative ways, and enacting flexible site protection strategies, we foster meaningful connections to the past and respectfully safeguard its irreplaceable resources.

## What do we do?

We explore and protect places that matter.

## Why?

These places tell parts of our human story.

These places are nonrenewable resources: when a site is vandalized or destroyed, important parts of this story are lost forever.

In the Southwest, these places are increasingly endangered. Explosive growth and development have removed thousands of archaeological sites from existence. Many more are threatened as they become more accessible.

## What do we really do about it?

We advocate for protections on public lands.

We work with private landowners to protect sites on their properties.

Our research and outreach raise awareness of the value, meaning, and fragility of the places of the past.

Helping people connect with the past in meaningful ways also engages them in efforts to respectfully protect archaeological sites for the future.

## What is different about our research?

In our research, we strive to ask big-picture questions about past human life in this region, the same questions people ask when they visit the region's museums and national parks.

- How did people live in these arid environments?
- How and why did the Southwest's ancestral cultures change through time?
- What has endured?

To conduct these investigations, we employ noninvasive or low-impact techniques.

- We make use of existing data and existing museum collections.
- We conduct extensive surface surveys.
- We map sites, sometimes clearing a few centimeters of brush away from surface expressions of walls to improve visibility.
- We may excavate small test units in nonarchitectural portions of a site, such as trash deposits.
- We may excavate small test units in architectural portions of a site, in targeted areas.

Archaeology Southwest's origins date back to January 1982, when the Arizona Division of the Institute for American Research was established in Tucson. This nonprofit organization's purpose was to study Tucson Basin and southern Arizona prehistory through contract-funded research as well as grants and private donations. In August/September 1989, two organizations, the nonprofit Center for Desert Archaeology and the for-profit Desert Archaeology, Inc., were established and negotiated a buyout of the assets of the Arizona Division. The Center, a 501(c)3 organization, carried on the Archaeology in Tucson membership program founded under the Arizona Division, and pursued new research, preservation, and education activities. Desert Archaeology, Inc. maintained all the same personnel and continued on in contract-funded archaeological research and services. In January 2012, the Center for Desert Archaeology changed its name to Archaeology Southwest. Its mission and programs remain the same.



## Archaeology Southwest commits to:

- Providing adequate information, training, and assistance to volunteers in order to meet the responsibilities of their position.
- Ensuring supervisory aid to volunteers and providing feedback on performance.
- Respecting the skills, dignity and individual needs of all volunteers.
- Being receptive of volunteer feedback regarding ways in which we might mutually better accomplish our respective tasks.
- Treating volunteers as partners, jointly responsible for carrying out our mission.

## Safety

Your safety is very important to us.

All field personnel must follow the guidelines of their project safety plan and directions of their field supervisor.

As a general rule, no volunteer should work in the field alone. If it is necessary to do so in specific cases, special precautions must be taken. For example, establish a time schedule and make sure that someone knows where you are and will contact emergency personnel in the event that you do not return on schedule.

No volunteer should attempt a task without training in the tools and equipment involved.

Volunteers should report all accidents or injuries immediately to their crew chief or supervisor, no matter how small the injury.

Fire extinguishers are present in easily accessible areas of the office. They are inspected regularly and recharged when needed. The office space is also equipped with smoke detectors and fire alarms. If you hear a fire alarm or see a fire, proceed immediately to the nearest exit. Once outside, move well away from the building.



## Respect

Everyone must be treated with respect in order for Archaeology Southwest to be a safe and comfortable environment for all volunteers and staff. The following are not acceptable behaviors:

- Acts or threats of violence, including intimidation, harassment, and/or coercion
- Sexual harassment
- Theft or other illegal activities, including the misuse of Archaeology Southwest computers or Internet
- Attitudes, judgments, jokes, and language that are discriminatory or demeaning on the basis of race, class, gender, sex, age, spoken language, nationality, culture, physical appearance, sexual orientation, or ability/disability

## Alcohol, Drug and Smoking Policy

Any volunteer under the influence of alcohol or drugs will be asked to leave for the day. Smoking is only permitted outside the buildings or in designated areas in the field. Volunteers are prohibited from working under the influence of any prescription drugs that may impair the ability to work in a safe and effective manner.

## Internet and E-mail Policy

All messages transmitted and received, as well as all files on Archaeology Southwest computers, are not private and are subject to review by authorized personnel. Sending, receiving, or viewing sexually-oriented messages or images is strictly prohibited.

## Motor Vehicle Guidelines

Volunteers who drive their personal or Archaeology Southwest vehicles during the course of their volunteering are required to have a valid Arizona driver's license and proof of insurance.

No volunteer may operate an Archaeology Southwest vehicle with a revoked or suspended license. Any damage to a volunteer's personal vehicle or damages caused by the volunteer are the responsibility of the volunteer.



## Weapons Policy

If you are lawfully, openly carrying an item that can be classified as a 'deadly weapon' in the state of Arizona, and its presence makes other individuals at Archaeology Southwest uncomfortable, please keep in mind that you will be asked to check the item at our front desk or remove it from the premises. If you are unable to do so, you will be asked to leave for the day. If you are carrying an illegal weapon, you will be asked to leave.

## Office Closure for Holidays

Archaeology Southwest has designated six days as official holidays. The office will be closed on the following six days:

New Year's Day  
Memorial Day  
Fourth of July

Labor Day  
Thanksgiving Day  
Christmas Day

## Whistleblower Policy

The Whistleblower Policy of Archaeology Southwest (1) encourages staff and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of Archaeology Southwest; (2) specifies that Archaeology Southwest will protect the person from retaliation; and (3) identifies where such information can be reported.

**Encouragement of reporting.** Archaeology Southwest encourages complaints, reports, or inquiries about illegal practices or serious violations of Archaeology Southwest's policies, including illegal or improper conduct by Archaeology Southwest itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies. Other subjects on which Archaeology Southwest has existing complaint mechanisms should be addressed under those mechanisms, such as raising matters of alleged discrimination or harassment via Archaeology Southwest's human resources channels, unless those channels are themselves implicated in the wrongdoing. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.

**Protection from retaliation.** Archaeology Southwest prohibits retaliation by or on behalf of Archaeology Southwest against staff or volunteers for making good faith complaints, reports, or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. Archaeology

Southwest reserves the right to discipline persons who make bad faith, knowingly false, or malicious complaints, reports, or inquiries or who otherwise abuse this policy.

**Where to report.** Complaints, reports, or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the bases for the complaints, reports, or inquiries. They should be directed to Archaeology Southwest's CEO and President of the Board of Directors; if that person is implicated in the complaint, report, or inquiry, it should be directed to the Secretary of the Board of Directors. Archaeology Southwest will conduct a prompt, discreet, and objective review or investigation. Staff or volunteers must recognize that Archaeology Southwest may be unable to fully evaluate a vague or general complaint, report, or inquiry that is made anonymously.

**President and CEO**

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