

ANALYTICAL CHEMISTRY TRUST FUND Code of Conduct & Complaints Procedure

The Object of the Analytical Chemistry Trust Fund is to promote, assist and extend the science and study of Analytical Chemistry and of all questions relating to the analysis, nature and composition of natural and manufactured materials for the benefit of the public. The trust achieves this objective by providing grants and funding to individuals (the recipient), universities or research institutes for specific projects related to this field. The Trust is not normally involved in the conduct or progress of the project, other than to provide the funding.

In order to “promote, assist and extend the science and study of Analytical Chemistry” and achieve the object of the ACTF, we take an anti-bullying and harassment stance with all recipients of ACTF grant money. As such, funding supplied is received under the condition that the awardee operates with respect and dignity, and complies with their own institution bullying and harassment policy and with the anti-discrimination requirements of the Equality Act 2010.

This stance includes the conduct of ACTF Trustees and the Trust Administrator.

If you feel that a recipient is in breach of any of the above, the following options are available to you:

1. Report through your institution bullying and harassment policy where possible.

If you do not feel safe to report through your own institution, or wish to report the misconduct by any member of the ACTF Board please contact us:

2. Email the Trust Administrator (ruth@rhearn.net) with details of your concerns over the conduct of a recipient or ACTF Trustee.
3. Email the Trust Treasurer (jacquinwb@gmail.com) with details of your concerns over the conduct of the ACTF.

Please note the identity of anyone reporting misconduct will be kept confidential (restricted to the ACTF Board) and will not be passed to the person named in the complaint (the complainant).

For any bullying and harassment complaints received an extraordinary meeting will be called for all Trustees to discuss the complaint and agree on an appropriate course of action. An individual to whom the complaint is directed or any other individual with a conflict of interest will not be present at this meeting. The details of this meeting will be fully documented for future reference.

In all cases, a representative of ACTF will contact the complainant to acknowledge the complaint, provide their own account, and provide details of the Trustees decisions and the outcome of the complaint. Where there is clear evidence of misconduct, ACTF funding may be withdrawn.

Zoë J. Ayres

ACTF Chair, Dr Z Ayres