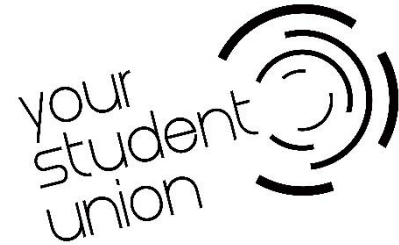


Print and Broadcast guidelines

Action plan – appendix



The following appendix to the Print & Broadcast guidelines outline the processes to be followed in the event of action required under section 2 of the guidelines.

2.1.1 Publications/broadcasts do not contravene Union policy as outlined in Section 1 of this policy, paragraph 1.2.

2.1.2 The Media Societies remain unbiased in their coverage of elections and referenda. A meeting will be held between the Media societies and the Democracy & Representation Coordinator ahead of Union elections and any other political events considered appropriate.

2.1.3 Publications/broadcasts do not contain material that is illegal or potentially libellous.

2.1.4 There is an action plan (Appendix 1) in place should a piece be identified as potentially litigious and includes when material should be referred to lawyers or an independent journalist and confirms process for which agreement on publication/broadcast would be sought.

Providing autonomy to the media societies whilst ensuring that exposure to the relevant society/the Students' Union from legal action is minimised, is the key goal of this action plan.

It provides clarity on the process to be followed both pre and post publication/broadcast to ensure that material is neither illegal or potentially libellous.

The respective societies already have in place within the guidelines, information on adhering to the relevant bodies including in the case of Brig, the National Union of Journalists (NUJ) Code of Conduct.

In the scenario where something is identified as a cause of concern prior to publication:

All content for publication/broadcast should be agreed by the respective club/society committee in advance. If there is a concern amongst the committee or cause for concern from the respective society Head, they can in the first instance seek a meeting with the Students' Union Chief Executive for guidance.

Based on this and where necessary, the scenario can be referred to suitable colleagues in the University's Faculty of Arts & Humanities for input.

If ambiguity remains from any party (society/Union), relevant legal advice will be sought and will provide for a path to agree on whether to proceed with publication/broadcast noting that any legal liability lies with the Students' Union.

If a publication/broadcast is identified as a cause of concern post publication/broadcast:

On notification from any source of an item being of concern due to any content relating to 2.1.3, the relevant society will remove any public publication or broadcast (for example, an online article or print publication) pending the outcome of a complaint investigation as

outlined in section 4. It would only be in these circumstances that such a process would be followed with other aspects of complaint/take-down, following the details outlined in the print and broadcast guidelines. In the case of complaints submitted citing a scenario under 2.1.3, input could be sought from qualified colleagues in the University in the first instance.

If ambiguity remains from any party (society/Union), relevant legal advice will be sought and will provide for a path to agree on whether to proceed with publication/broadcast noting that any legal liability lies with the Students' Union.