

Ref	Criteria	Evidence Reviewed	Comments	Review Assessment
PRE CONTRACT COMPLIANCE				
1	“Relevant Publisher” Status			
1.1	Publisher ownership structure is clearly identified and date of corporation is verified	Companies House Report and Annual Return Credit Report Statement of arrangements		
1.2	News related material is written by different authors	Recent copies of publication/URL link which clearly show the names of more than 1 contributing author next to news articles		
1.3	News related material is subject to editorial control (for web-based publications this cannot simply involve the posting or moderating of statements)	Name of Chief Editor Statement of arrangements Review of relevant publications		
1.4	The publisher <u>does not</u> undertake publication of news related material in a capacity or case of description specified in Schedule 15 of the Crime and Courts Act 2013	Review of relevant publications		
2	Complaints Policy and Procedures			
2.1	Includes arrangements for dealing with complaints in accordance with IMPRESS Standards Code	Complaints Policy and Procedures Statement of Arrangements		
2.2	Includes names of personnel involved in handling of complaints	Complaints Policy and Procedures Statement of Arrangements		
2.3	There is a named senior individual who is responsible for legal standards and compliance	Complaints Policy and Procedures Statement of Arrangements		
2.4	Includes an internal authority structure	Statement of Arrangements		
2.5	Includes arrangements for the recording of complaints	Complaints Policy and Procedures		

2.6	Includes arrangements for the reporting of complaints	Complaints Policy and Procedures		
2.7	Includes steps to deal with any failures of compliance	Statement of Arrangements Complaints Policy and Procedures		
3. Whistleblowing Arrangements				
3.1	Whistleblowing policy makes it clear that publishers will never take action to detriment of any employee or contributor for using the IMPRESS whistleblowing hotline	Complaints Policy Whistleblowing Policy		
3.2	Whistleblowing policy makes it clear that publishers will never take action to detriment of any employee or contributor who declines to breach the code	Complaints Policy Whistleblowing Policy		
3.3	Employees have a specific contractual right to use the IMPRESS whistleblowing hotline without fear of sanction	Complaints Policy Whistleblowing Policy		
3.4	Employees have a specific contractual right to decline to breach the code without fear of sanction	Complaints Policy Whistleblowing Policy		

RECOMMENDATION

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POST CONTRACT COMPLIANCE				
Ref	Criteria	Evidence Reviewed	Comments	Review Assessment
4	Positive Publicising of Complaints Scheme			
4.1	IMPRESS whistleblowing hotline and number is publicised to employees and contributors	Complaints Policy Whistleblowing Policy		

		Letter to employees and contributors Employee/contributor contracts and terms and conditions		
4.2	Employees and Contributors have been made aware that relevant titles are regulated by IMPRESS, of the standards set out in the IMPRESS Standards Code, of the publishers new complaints policy.	Letter to employees and contributors Employee/contributor contracts and terms and conditions		
4.3	IMPRESS trust in journalism kitemark and contact details displayed in prominent position in publication	URL Link Printed Copy		
4.4	The publication clearly shows how to make a complaint against it	URL Link Printed Copy		
4.5	It is made clear in the publication that all complaints will be acknowledged by e-mail or in other written form within 7 calendar days of receipt	URL Link Printed Copy		
4.6	It is made clear in the publication that a final decision letter will be sent within 21 calendar days of receipt of the complaint	URL Link Printed Copy		
4.7	Any other issues that need to be addressed			

POST CONTRACT CHECKLIST

Item	Completed (tick)	Date & Initial
Relevant links on Complaints area of website have been checked		
Invoice and Certificate has been sent		
Contracts have been signed by IMPRESS Chair and 1 copy sent to publisher		