

Impress Regulatory Scheme				
Publisher Compliance Report				
Ref	Criteria	Evidence Reviewed	Comments	Review Assessment
1	“Relevant Publisher” Status			
1.1	Publisher ownership structure is clearly identified	Companies House Report Credit Report Articles of Association Memorandum of Association		
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 Job Description of Chief Editor Statement of arrangements		
1.4	The publisher does not undertake publication of news related material in a capacity or case of description specified in Schedule 15 of the Crime and Courts Act 2013	Recent copies of publication/URL link		
2	A Whistleblowing Policy			
2.1	IMPRESS whistleblowing hotline and number is publicised to employees	Letter or e-mail to all employees advertising the service Poster visibly displayed in main office which advertises the service Copy of whistleblowing policy with relevant provision highlighted		
2.2	IMPRESS whistleblowing hotline and number is publicised to contributors	Letter or e-mail to all contributors advertising the service Copy of whistleblowing policy with relevant provision highlighted		
2.3	Whistleblowing policy makes it clear that publishers will never take action to detriment of any employee or contributor for using the IMPRESS whistleblowing hotline	Copy of whistleblowing policy with relevant provision highlighted		

2.4	Whistleblowing policy makes it clear that publishers will never take action to detriment of any employee or contributor who declines to breach the code	Copy of whistleblowing policy with relevant provision highlighted		
2.5	Employees have a specific contractual right to use the IMPRESS whistleblowing hotline without fear of sanction	Copy of whistleblowing policy with relevant provision highlighted Standard employee contract with provision for employee and employer to agree to abide by publisher policies highlighted Copy of standard employee contract with relevant provision highlighted		
2.6	Employees have a specific contractual right to decline to breach the code without fear of sanction	Copy of whistleblowing policy with relevant provision highlighted Standard employee contract with provision for employee and employer to agree to abide by publisher policies highlighted Copy of standard employee contract containing relevant provision		
3	A Complaints Policy			
3.1	Includes arrangements for dealing with complaints	Copy of complaints policy and procedures Statement of arrangements		
3.2	Includes personnel involved in handling of complaints	Copy of complaints policy and procedures Statement of arrangements		
3.3	There is a named senior individual who is responsible for legal standards and compliance	Copy of complaints policy and procedures Statements of arrangements		
3.4	Includes an internal authority structure	Copy of complaints policy Statement of arrangements		
3.5	Includes arrangements for the recording of complaints	Copy of complaints policy and procedure Record sheet / spreadsheet		
3.6	Includes arrangements for the reporting of complaints	Copy of complaints policy Standard report		

3.7	Includes steps to deal with any failures of compliance	Copy of complaints policy and procedures Statement or Arrangements		
4	Positive Publicising of Complaints Scheme			
4.1	IMPRESS trust mark and contact details displayed in prominent position in publication	Recent copy of publication/URL link		
4.2	The publication clearly shows how to make a complaint against it	Recent copy of publication/URL link		
4.3	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	Recent copy of publication/URL link		
4.4	It is made clear in the publication that a final decision letter will be sent within 21 calendar days of receipt of the complaint	Recent copy of publication/URL link		

RECOMMENDATION