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| Statement of Arrangements for | |
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Name of publisher

Before you become regulated by IMPRESS you are required to confirm the arrangements you have in place to meet the internal governance standards set out in the IMPRESS Regulatory Scheme. You will be asked to confirm any changes to these arrangements each year. If you have different arrangements for different titles that you publish then you may need to complete a separate questionnaire for each title.

| Publication Title | Editor name and e-mail address | Legal & Compliance contact and e-mail address |
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Please include a separate sheet if you publish more than six titles

Section One: Internal authority structure

| What is the ownership structure of the publisher? | Please Tick |
|---|-------------|
| Private Limited Company by Shares | |
| Private Company Limited by Guarantee | |
| Public Limited Company | |
| Limited Partnership | |
| Community Interest Company | |
| Registered Charity | |
| Non-Registered Charity | |
| Co-operative | |
| Sole Trader | |
| Other (Please specify) | |

Who are the owner(s), directors, shareholders or trustees of the publisher?

Please list all full names

Who is the Editor(s) accountable to?

This may be to an individual or to a board or committee

Who is the legal standards and compliance contact(s) accountable to?

This may be to an individual or to a board or committee

Section Two: Complaint Management

Who are complaints first reported to?

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What is the process for managing any conflicts of interests in the event that a complaint is made about the journalism, decision making or conduct of an individual who is involved in the investigation or management of complaints?

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You should ensure that individuals are not investigating complaints about themselves. If this is unavoidable because you are a sole-trader or for any other reason, your process should provide for this to be declared to the complainant and they be given the option of bringing their complaint directly to IMPRESS.

Section Three: Responsibility for Compliance

Who is responsible for Code compliance?

This may be an individual, committee or board

Who is responsible for addressing any compliance failures?

This may be an individual, committee or board

What is the process for the publisher responding to any compliance failures to ensure that high standards are maintained?

We suggest that as a minimum, compliance failures are reviewed each quarter by a relevant individual, board or committee

Section Four: Declaration of compliance

I hereby confirm that [] (“We”/”Us”) comply with the internal governance standards set out in the IMPRESS Regulatory Scheme and confirm that We are ready to be regulated by IMPRESS.

- We have adopted the IMPRESS Standards Code as the standard by which we will edit our publication(s) and assess any complaints made about our journalism.
- We agree to make all employees or contributors, including those who subsequently join us, aware of both the IMPRESS Standards Code and our complaints policy.
- We agree to make all employees or contributors, including those who subsequently join us, aware of their whistleblowing rights and of how to contact the confidential whistleblowing service for journalists that is run by Public Concern at Work on behalf of IMPRESS.
- We have agreed a complaints policy which requires us to acknowledge complaints within 7 calendar days of receipt, to resolve complaints by a final decision letter sent within 21 days of receipt of the complaint and which tells complainants how to escalate their complaint to IMPRESS if they are still dissatisfied.
- We agree to publish details of how to complain to Us in a prominent position in all our regulated titles.
- We agree to display the IMPRESS trust in journalism logo and up to date contact details for IMPRESS in a prominent position in all our regulated titles.
- We confirm that we have set up systems to record all complaints that are made to Us, including the name and contact details of the complainant, the material or conduct in respect of which the complaint is made, the alleged Code breach, steps taken to address the complaint and the outcome of the complaint.
- We agree to make an annual return (1 April to 31 March) to IMPRESS at the end of each year to confirm any changes to our arrangements, to provide data on all complaints made to Us and to confirm our ongoing compliance with the internal governance standards set out in the IMPRESS Regulatory Scheme.

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| Signed | |
| Name | |
| Date | |