

TIME INC. (UK) LTD (previously IPC Media Limited)

IPSO Annual Report

Period covered: 8 September 2014 - 31 December 2014

1.0 Factual Information about the Regulated Entity

1.1 Titles Published

Time Inc. (UK) Ltd publishes a total of 41 print/digital and 10 online regulated publications as set out below.

Print/digital:

Publications	Circulation in print (Average)	Circulation - Digital (Average)	Circulation - Combined (Average)
25 Beautiful Homes	80,280	1,279	81,559
Amateur Gardening	30,001	147	30,148
Amateur Photographer	14,003	1,520	15,523
Angler's Mail	22,409	192	22,601
Beautiful Kitchens	13,197	387	13,584
Chat	273,434	1,154	274,588
Country Homes & Interiors	82,569	2,453	85,022
Country Life	38,478	654	39,132
Cycle Sport	15,337	890	16,227
Cycling Active	20,269	703	20,972
Cycling Weekly	25,135	1,138	26,273
Decanter	21,128	1,691	22,819
Essentials	103,408	789	104,197
Golf Monthly	46,248	2,241	48,489
Homes & Gardens	102,680	2,127	104,807
Horse & Hound	39,832	873	40,705
Ideal Home	172,991	1,851	174,842
Ideal Home Complete Guide to Xmas	89,586	312	89,898
InStyle UK	148,932	1,235	150,167
International Boat Industry (IBI) B2B	9,000	1,821	10,821
LivingEtc	84,328	4,285	88,613
Look	129,624	2,274	131,898
Marie Claire	183,936	2,074	186,010
Mountain Bike Rider (MBR)	17,493	1,054	18,547

Motor Boat & Yachting	11,657	993	12,650
NME	13,995	1,389	15,384
Now	139,152	1,137	140,289
Pick Me Up	143,373	527	143,900
Practical Boat Owner	25,325	1,443	26,768
Rugby World	28,426	1,096	29,522
Shooting Gazette	11,255	199	11,454
Shooting Times & Country Magazine	19,239	189	19,428
Soaplife	50,917	511	51,428
Sporting Gun	23,297	222	23,519
Style at Home	96,886	1,025	97,911
Superyacht Business	7,000	615	7,615
SuperYacht World	10,800	12	10,812
The Field	25,447	463	25,910
TV & Satellite Week	137,232	1,072	138,304
TV Times	212,869	315	213,184
Uncut	47,522	2,065	49,587
VolksWorld	7,944	244	8,188
VW Camper & Bus	9,309	493	9,802
VWt Magazine	6,308	251	6,559
Wallpaper	97,375	2,733	100,108
What Digital Camera	10,529	841	11,370
What's On TV	1,013,702	2,160	1,015,862
Woman	246,533	870	247,403
Woman&Home	326,417	3,990	330,407
Woman's Own	208,158	764	208,922
Woman's Weekly	296,317	476	296,793
World Soccer	28,449	1,162	30,061
Yachting Monthly	22,007	1,503	23,510
Yachting World	14,757	1,774	16,531

Online only:

Website	Address	Circulation online (average no. of unique monthly users) UK -
Feelgood Games	http://www.feelgoodgames.co.uk	12,892
Good To Know	http://www.goodtoknow.co.uk	2,008,781
House to Home Network	http://www.housetohome.co.uk/	876,705
Life Death Prizes	http://comps.lifedeathprizes.com/	167,440
Mousebreaker	http://mousebreaker.com/	263,723
Shooting UK	http://www.shootinguk.co.uk/	142,764
SPI Photography	http://www.amateurphotographer.co.uk/school-photographic-imaging	357
The Room Edit	http://www.theroomedit.com/	30,086

Trusted Re-views	http://www.trustedreviews.com/	1,689,478
Yachting and Boating World	http://www.ybw.com/	138,516

1.2 Responsible Person

The Regulated Entity's responsible person was, between 8 – 30 September 2014, Tim Parish, and thereafter has been Robbie MacDonald, Director of Legal and Business Affairs.

1.3 Overview

The International Publishing Corporation Ltd was formed in 1963 following the merger of the UK's three leading magazine publishers (George Newnes, Odhams Press, and Fleetway Publications) with the Mirror Group. In 1968, the International Publishing Corporation split into six divisions, one of which was IPC Magazines Limited. IPC Magazines Limited adopted the corporate entity of George Newnes Limited, which was incorporated in 1881. In 2000, IPC Magazines Limited changed its name to IPC Media Limited, and on 1 September 2014, IPC Media Limited changed its name to Time Inc. (UK) Ltd.

Time Inc. (UK) is a magazine media publisher, creating content across multiple platforms, including print, online, mobile, and tablets. The Time Inc. (UK) brands are tailored to a variety of audiences and operate in a number of different sectors. The mainstream women's brands include titles such as Now, Chat, Woman and Goodtoknow; TV entertainment brands include What's on TV, TV Times and TV & Satellite Week; the specialist portfolio includes Country Life, Horse & Hound, Rugby World and Decanter, Mousebreaker and NME; and lifestyle titles include woman&home, Essentials, Ideal Home, Livingetc and housetohome. Time Inc. (UK) also publishes a number of women's fashion and luxury brands including Marie Claire, InStyle and Wallpaper*.

2.0 Internal Guides

Time Inc. (UK) has the following internal manuals used by journalists, of which confidential copies are available on request by the Regulator:

- Editorial Ethical Standards Policy, updated in July 2015, which has embedded in it the Editor's Code;
- Standards of Business Conduct.

3.0 Compliance Procedures

3.1 Pre-publications guidance under regulation 4.5

Editorial content is subject to a clearance process set out in paragraph 3.3. If that clearance process reveals uncertainties about the application of the Editor's Code, the legal team and/or editors and journalists will seek advice from IPSO. This advice is then considered alongside the public interest and guidance from the clearance process in order to refine articles prior to publication.

3.2 Verification of stories

Editors and journalists take all appropriate steps to confirm stories. This includes:

- Fact checking stories line by line against multiple sources;
- Reading back stories to contributors to ensure their accuracy;
- Using only reputable, well established news agencies.

Time Inc. (UK) keeps good, retrievable records relating to editorial content.

3.3 Compliance with the Editors' Code

The Editors' Code is central to the Time Inc. (UK)'s Editorial Ethical Standards Policy which was updated in July 2015 and provided to all editors and journalists. A copy of Editorial Ethical Standards Policy (which incorporates the Editors' Code) is supplied to all editorial staff upon joining Time Inc. (UK), together with and the Standards of Business Conduct. In addition, the Editor's Code and Time Inc. (UK)'s Editorial Ethical Standards Policy are available on the intranet, and editors and journalists have been directed to their location.

Editors and Journalists apply the Editor's Code to the editorial content they create. That editorial content is then fact checked by sub-editors, and then checked again by a senior member of the editorial team (such as the Deputy Editor) for compliance with the Editor's Code. If necessary, it is then sent to the legal team for clearance. The lawyer responsible for clearance advises whether any changes are required, and if so, explains the rationale behind the suggested change so that the editors and journalists understand the application of the Editor's Code and can reapply any lessons learned. The legal advice includes advice on the public interest and the instances in which it will be applicable. Where necessary (and as set out at paragraph 3.1) the legal team and/or editors and journalists will seek advice from IPSO in advance of publication.

With these checks and balances, the articles are refined and, where necessary, sent for final approval to the legal team before publication.

If the Regulator finds against a publication in the course of assessing a complaint, the publication will comply with the findings and any remedial action required. In addition, Time Inc. (UK) will educate the other publications as to the Regulator's findings in order to ensure that all editors and journalists learn from any breaches of the Editors' Code.

3.4 Editorial Complaints, Determined under Regulation 19

Time Inc. (UK)'s address is included in all hard copy publications. In addition, Time Inc. (UK) publishes on the website for each title an email address and/or contact form, and the physical address of the title. Members of the public can therefore submit complaints in hard copy or electronically.

The complaints are received by the editorial staff in the first instance, who inform the complainant that the complaint has been received and is being reviewed. A senior member of editorial staff will oversee the handling of the complaint, and where appropriate, the editorial team will seek to resolve the complaint directly with the complainant.

More serious complaints are immediately sent to the legal team for review. The legal team will then advise on the management and resolution of the complaint. The progress and outcome of these complaints are carefully monitored and recorded.

3.5 Training of Staff

As set out at paragraph 3.3, new joiners are supplied with a copy of the Editorial Ethical Standards, which incorporates and provides guidance on the Editor's Code. Editorial staff are also given the contact details of the lawyer responsible for pre-publication clearance from whom they can (and do) seek advice on the application of the Editor's Code, meaning there is continual training on the application of the Editor's Code.

The editors and journalists are given training each year on issues affecting editorial content, including the Editor's Code. In addition, Time Inc. (UK) is arranging for editorial teams (in the first instance, of the high risk publications) to undertake the Press Association's online training course on IPSO and the Editor's Code.

4.0 Adverse Adjudications

There have been no adverse adjudications against Time Inc. (UK).

SIGNED:


On behalf of Time Inc. (UK) Ltd.

Submitted to IPSO: 11/09/2015

Time Inc.

Editorial Ethical Standards Policy

**July 2015
Time Inc. (UK) Ltd**

1. INTRODUCTION

We are committed to producing journalism that meets the highest standards. Our magazines and digital products serve the public: they inform, they delight, they illuminate our world and they help our readers. And each one of them, no matter the subject or intended audience, should reflect Time Inc. (UK) Ltd's commitment to quality and integrity. The reputation of the company, the respect accorded to our publications and the careers of our staff depend upon upholding shared journalistic values.

[REDACTED]

This document presents an outline of the ethical and legal standards we expect all our journalists and contributors to follow. If you are unsure about anything in this document, or how it should be applied, please speak to [REDACTED] in relation to IP and post-publication queries [REDACTED] and to [REDACTED] in relation to pre-publication queries [REDACTED].

This document was created in July 2015 but media law is constantly evolving. It is important for everyone working in editorial to keep themselves up to date with new developments and attend all training provided.

2. OUR STANDARDS

At the heart of our policy is the Editors' Code of Practice; the set of principles which guide our industry. We have pledged to abide by these rules and believe that they should be at the forefront of everything we produce. Additionally, we have particular expectations of those working for our company. The Code is evolving, and the most recent version of it can be found here: <https://www.ipso.co.uk/IPSOCOP.html>. Set out below is the code as it stands in July 2015.

The shaded sections below do not form part of the Editors' Code of Practice but set out Time Inc. (UK) Ltd's particular expectations for its journalists and contributors.

IPSO EDITORS' CODE OF PRACTICE

PREAMBLE

All members of the press have a duty to maintain the highest professional standards. The Code, which includes this preamble and the public interest exceptions below, sets the benchmark for those ethical standards, protecting both the rights of the individual and the public's right to know. It is the cornerstone of the system of self-regulation to which the industry has made a binding commitment.

It is essential that an agreed code be honoured not only to the letter but in the full spirit. It should not be interpreted so narrowly as to compromise its commitment to respect the rights of the individual, nor so broadly that it constitutes an unnecessary interference with freedom of expression or prevents publication in the public interest.

It is the responsibility of editors and publishers to apply the Code to editorial material in both printed and online versions of publications. They should take care to ensure it is observed rigorously by all editorial staff and external contributors, including non-journalists, in printed and online versions of publications.

Editors should co-operate swiftly with the Independent Press Standards Organisation CIC (the 'Regulator') in the resolution of complaints. Any publication judged to have breached the

Code must publish the adjudication in full and with due prominence agreed by the Regulator, including headline reference to the Regulator.

Complaints

The legal team should be made aware of all complaints as soon as they are received, even if they are capable of resolution without being referred to IPSO.

IPSO EDITORS' CODE OF PRACTICE

CLAUSE 1 ACCURACY

1.1 The Press must take care not to publish inaccurate, misleading or distorted information, including pictures.

Libel

Publishing false information can also lead to a defamation claim. [REDACTED] Just because something has been widely reported online does not mean that it is true.

Reporting Speech

Direct quotations should not be changed or used in a context which would alter their meaning. Anonymous quotations should be used with care. In particular, pejorative anonymous quotations should be avoided. We should not become a vehicle for people to vent pejorative views whilst hiding behind a cloak of anonymity.

Accuracy of Sources

We must be confident in our sources and truth of what we publish. All efforts should be made to independently verify information. Additional scrutiny of web sourced material is necessary because it is risky to accept at face value information simply because it has been published elsewhere. This is particularly true if the source material is a web publication from a country which has greater protection for freedom of expression and is not subject to the rigours of libel law that we are in the UK (such as material from USA hosted websites).

Photographs

Digitally altered or enhanced images should clearly be marked as such.

[REDACTED]

[REDACTED]

[REDACTED]

1.2 A significant inaccuracy, misleading statement or distortion once recognised must be corrected, promptly and with due prominence, and - where appropriate - an apology published. In cases involving the Regulator, prominence should be agreed with the Regulator in advance.

- 1.3 The Press, whilst free to be partisan, must distinguish clearly between comment, conjecture and fact.
- 1.4 A publication must report fairly and accurately the outcome of an action for defamation to which it has been a party, unless an agreed settlement states otherwise, or an agreed statement is published.

CLAUSE 2 OPPORTUNITY TO REPLY

2. A fair opportunity for reply to inaccuracies must be given when reasonably called for.

Interaction with Readers

You should be courteous and respectful of our readers in all interactions, whether by telephone, email, letter, in person, or via social media.

***CLAUSE 3 PRIVACY**

- 3.1 Everyone is entitled to respect for his or her private and family life, home, health and correspondence, including digital communications.
- 3.2 Editors will be expected to justify intrusions into any individual's private life without consent. Account will be taken of the complainant's own public disclosures of information.
- 3.3 It is unacceptable to photograph individuals in private places without their consent. Note - Private places are public or private property where there is a reasonable expectation of privacy.

Privacy

Privacy law is complex and each story that deals with private information requires careful analysis of whether publishing is in the public interest. [REDACTED]

[REDACTED] If you are in any doubt, the legal team should be consulted.

Clauses of the Code marked with *

There may be exceptions to the clauses marked * where they can be demonstrated to be in the public interest. The Code provides further guidance on this (see page 7).

***CLAUSE 4 HARASSMENT**

- 4.1 Journalists must not engage in intimidation, harassment or persistent pursuit.
- 4.2 They must not persist in questioning, telephoning, pursuing or photographing individuals once asked to desist; nor remain on their property when asked to leave and must not follow them. If requested, they must identify themselves and whom they represent.
- 4.3 Editors must ensure these principles are observed by those working for them and take care not to use non-compliant material from other sources.

CLAUSE 5 INTRUSION INTO GRIEF OR SHOCK

- 5.1 In cases involving personal grief or shock, enquiries and approaches must be made with sympathy and discretion and publication handled sensitively. This should not restrict the right to report legal proceedings, such as inquests.
- *5.2 When reporting suicide, care should be taken to avoid excessive detail about the method used.

***CLAUSE 6 CHILDREN**

- 6.1 Young people should be free to complete their time at school without unnecessary intrusion.
- 6.2 A child under 16 must not be interviewed or photographed on issues involving their own or another child's welfare unless a custodial parent or similarly responsible adult consents.
- 6.3 Pupils must not be approached or photographed at school without the permission of the school authorities.
- 6.4 Minors must not be paid for material involving children's welfare, nor parents or guardians for material about their children or wards, unless it is clearly in the child's interest.
- 6.5 Editors must not use the fame, notoriety or position of a parent or guardian as sole justification for publishing details of a child's private life.

***CLAUSE 7 CHILDREN IN SEX CASES**

- 7.1 The press must not, even if legally free to do so, identify children under 16 who are victims or witnesses in cases involving sex offences.
- 7.2 In any press report of a case involving a sexual offence against a child -
 - 7.2.1 The child must not be identified.
 - 7.2.2 The adult may be identified.
 - 7.2.3 The word "incest" must not be used where a child victim might be identified.
 - 7.2.4 Care must be taken that nothing in the report implies the relationship between the accused and the child.

***CLAUSE 8 HOSPITALS**

- 8.1 Journalists must identify themselves and obtain permission from a responsible executive before entering non-public areas of hospitals or similar institutions to pursue enquiries.
- 8.2 The restrictions on intruding into privacy are particularly relevant to enquiries about individuals in hospitals or similar institutions.

***CLAUSE 9 REPORTING OF CRIME**

- 9.1 Relatives or friends of persons convicted or accused of crime should not generally be identified without their consent, unless they are genuinely relevant to the story.
- 9.2 Particular regard should be paid to the potentially vulnerable position of children who witness, or are victims of, crime. This should not restrict the right to report legal proceedings.

Contempt


Once someone has been arrested in relation to a particular crime, it is a contempt of court to publish anything which constitutes a substantial risk of serious prejudice to the prospective court proceedings. If you are writing about a criminal offence for which someone has been arrested or a current court case you should seek advice from the legal team as to what you can and cannot say about the alleged crime, the suspect or the victim.

***CLAUSE 10 CLANDESTINE DEVICES AND SUBTERFUGE**

- 10.1 The press must not seek to obtain or publish material acquired by using hidden cameras or clandestine listening devices; or by intercepting private or mobile telephone calls, messages or emails; or by the unauthorised removal of documents or photographs; or by accessing digitally-held private information without consent.
- 10.2 Engaging in misrepresentation or subterfuge, including by agents or intermediaries, can generally be justified only in the public interest and then only when the material cannot be obtained by other means.

Illegality

Information obtained illegally must not be used in any of our publications. This includes information received through illegal methods (such as phone or computer hacking), theft or bribery, through the solicitation of leaks or breach of a non-disclosure agreement.



CLAUSE 11 VICTIMS OF SEXUAL ASSAULT

11. The press must not identify victims of sexual assault or publish material likely to contribute to such identification unless there is adequate justification and they are legally free to do so.

CLAUSE 12 DISCRIMINATION

- 12.1 The press must avoid prejudicial or pejorative reference to an individual's race, colour, religion, gender, sexual orientation or to any physical or mental illness or disability.
- 12.2 Details of an individual's race, colour, religion, sexual orientation, physical or mental illness or disability must be avoided unless genuinely relevant to the story.

Language

It is important to think carefully about the use of words which have the potential to offend. The stronger the word or the more prominent its proposed use, the more consideration should be given to its appropriateness and whether there are any alternatives.

CLAUSE 13 FINANCIAL JOURNALISM

- 13.1 Even where the law does not prohibit it, journalists must not use for their own profit financial information they receive in advance of its general publication, nor should they pass such information to others.
- 13.2 They must not write about shares or securities in whose performance they know that they or their close families have a significant financial interest without disclosing the interest to the editor or financial editor.
- 13.3 They must not buy or sell, either directly or through nominees or agents, shares or securities about which they have written recently or about which they intend to write in the near future.

CLAUSE 14 CONFIDENTIAL SOURCES

14. Journalists have a moral obligation to protect confidential sources of information.

Sources

Where possible, sources of information should be identified and described in as much detail as possible. However, if you do promise a source confidentiality, it is of paramount importance to uphold that promise.

CLAUSE 15 WITNESS PAYMENTS IN CRIMINAL TRIALS

- 15.1 No payment or offer of payment to a witness - or any person who may reasonably be expected to be called as a witness - should be made in any case once proceedings are active as defined by the Contempt of Court Act 1981.

This prohibition lasts until the suspect has been freed unconditionally by police without charge or bail or the proceedings are otherwise discontinued; or has entered a guilty plea to the court; or, in the event of a not guilty plea, the court has announced its verdict.

- *15.2 Where proceedings are not yet active but are likely and foreseeable, editors must not make or offer payment to any person who may reasonably be expected to be called as a witness, unless the information concerned ought demonstrably to be published in the public interest and there is an over-riding need to make or promise payment for this to be done; and all reasonable steps have been taken to ensure no financial dealings influence the evidence those witnesses give. In no circumstances should such payment be conditional on the outcome of a trial.
- *15.3 Any payment or offer of payment made to a person later cited to give evidence in proceedings must be disclosed to the prosecution and defence. The witness must be advised of this requirement.

***CLAUSE 16 PAYMENT TO CRIMINALS**

- 16.1 Payment or offers of payment for stories, pictures or information, which seek to exploit a particular crime or to glorify or glamorise crime in general, must not be made directly or via agents to convicted or confessed criminals or to their associates - who may include family, friends and colleagues.
- 16.2 Editors invoking the public interest to justify payment or offers would need to demonstrate that there was good reason to believe the public interest would be served. If, despite payment, no public interest emerged, then the material should not be published.

THE PUBLIC INTEREST

There may be exceptions to the clauses marked * where they can be demonstrated to be in the public interest.

1. The public interest includes, but is not confined to:
 - 1.2 Detecting or exposing crime or serious impropriety.
 - 1.3 Protecting public health and safety.
 - 1.4 Preventing the public from being misled by an action or statement of an individual or organisation.
2. There is a public interest in freedom of expression itself.
3. Whenever the public interest is invoked, the Regulator will require editors to demonstrate fully that they reasonably believed that publication, or journalistic activity

undertaken with a view to publication, would be in the public interest and how, and with whom, that was established at the time.

4. The Regulator will consider the extent to which material is already in the public domain, or will become so.
5. In cases involving children under 16, editors must demonstrate an exceptional public interest to over-ride the normally paramount interest of the child.

