

TIME INC. (UK) LTD

IPSO Annual Report

Period covered: 01 January 2016 – 31 December 2016 (“Relevant Period”)

1.0 Factual Information about the Regulated Entity

1.1 Titles Published

During the Relevant Period, Time Inc. (UK) Ltd published a total of 50 print/digital and 13 online regulated publications as set out below.

Print and Digital:

No	Publications	Circulation in print (Average)	Circulation - Digital (Average)	Circulation - Combined (Average)
1	25 Beautiful Homes	74,322	1,046	75,368
2	Amateur Gardening	28,749	43	28,792
3	Amateur Photographer	11,748	1,331	13,079
4	Anglers Mail	15,415	61	15,476
5	Chat	251,043	733	251,776
6	Country Homes and Interiors	73,263	3,325	76,588
7	Country Life	39,361	686	40,047
8	Cycle Sport	7,873	445	8,318
9	Cycling Active	12,120	498	12,618
10	Cycling Weekly	23,276	1,355	24,631
11	Decanter	19,755	1,208	20,963
12	Essentials	78,650	596	79,246
13	Golf Monthly	38,104	1,510	39,614
14	Homes & Gardens	101,044	1,933	102,977
15	Horse & Hound	32,358	536	32,894
16	IBI	9,885	-	9,885
17	Ideal Home	167,471	1,364	168,835
18	Ideal Homes Complete Guide to Xmas	51,053	7	51,060
19	Instyle UK	121,895	1,181	123,076
20	Living etc	74,548	3,417	77,965
21	Look	89,879	1,231	91,110
22	Marie Claire	158,399	1,462	159,861
23	Motor Boat & Yachting	10,148	1,029	11,177
24	Mountain Bike Rider	13,851	1,261	15,112
25	NME	308,767	1,689	310,456
26	Now	106,939	721	107,660
27	Pick Me Up	134,379	347	134,726

28	Practical Boatowner	20,016	1,370	21,386
29	Rugby World	22,113	667	22,780
30	Shooting Times & Country Magazine	15,749	75	15,824
31	Soaplif	40,800	422	41,222
32	Sporting Gun	19,645	102	19,747
33	Style at Home	80,166	353	80,519
34	Superyacht Business	8,850	42	8,892
35	Superyacht World	6,945	71	7,016
36	The Field	23,464	363	23,827
37	The Shooting Gazette	9,103	114	9,217
38	TV & Satellite Week	122,758	997	123,755
39	TV Times	198,737	346	199,083
40	Uncut	43,837	1,934	45,771
41	Wallpaper	19,714	817	20,531
42	What Digital Camera	3,860	201	4,061
43	What's on TV	944,078	1,740	945,818
44	Woman	215,362	621	215,983
45	Woman & Home	315,770	2,910	318,680
46	Woman's Own	187,955	591	188,546
47	Woman's Weekly	280,064	332	280,396
48	World Soccer	21,636	1,072	22,708
49	Yachting Monthly	18,573	1,679	20,252
50	Yachting World	12,134	1,839	13,973

Online:

No	Name	Website	Circulation online (average no. of unique monthly users) UK - Jan - Dec 2016	Circulation online (average no. of unique monthly users) Rest of World Jan - Dec 2016
1	CraftTube	http://www.crafttube.com/	44	67
2	Equoevents	https://www.equoevents.co.uk/	22,732	1,253
3	Feelgood games	http://www.feelgoodgames.co.uk/	13,445	43,714
4	Field and Country Fair	http://www.fieldandcountryfair.com/	5,284	397
5	Goodtoknow	http://www.goodtoknow.co.uk/	2,327,387	2,122,246
6	House to home Network	http://www.housetohome.co.uk/	663,008	510,611
7	IBI news	http://www.ibinews.com/	959	2,484
8	Life Death Prizes	http://www.lifedeathprizes.com/	120,020	75,270
9	Live-Smart	http://www.live-smart.co/	14,792	19,070

10	LoveFashionSales	https://www.lovefashionsales.com/	11,283	1,967
11	Powder	https://www.thisispowder.co.uk/	39,293	17,713
12	The Knitting Network	https://www.theknittingnetwork.co.uk/	4,919	1,787
13	The Video Mode	http://www.thevideomode.com/	3,404	16,925

1.2 Responsible Person

The Regulated Entity's responsible person is Neil Robinson, Time Inc. (UK) Ltd, Digital Director.

1.3 Overview

The International Publishing Corporation Ltd was formed in 1963 following the merger of the UK's then 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 (hereinafter "TIUK").

TIUK is, amongst other things, a print magazine and digital media publisher, creating content for exploitation across multiple platforms, including print, online, mobile, and tablets. The TIUK 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 lifestyle brands include NME, Wallpaper*, Decanter, Ideal Home and Living Etc; the specialist portfolio includes Country Life, Horse & Hound and Rugby World. TIUK also publishes a number of women's fashion and luxury brands including Marie Claire and InStyle.

2.0 Internal Guides

TIUK 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 January 2016, which has embedded within it the IPSO Editor's Code of Practice (the "Editor's Code"); and
- 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 the facts and sources of their 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.

TIUK maintains quality, retrievable records relating to editorial content.

3.3 Compliance with the Editors' Code

The Editors' Code is central to TIUK's Editorial Ethical Standards Policy which was updated in January 2016 and provided to all editors and journalists. A copy of the Editorial Ethical Standards Policy (which incorporates the Editors' Code) is supplied to all editorial staff upon joining TIUK, together with the Standards of Business Conduct. In addition, the Editor's Code and TIUK's Editorial Ethical Standards Policy are available on the TIUK 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. Legal clearance is not done in-house so that TIUK has a truly objective clearance process. 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.

3.4 Editorial Complaints, Determined under Regulation 19

The terms and conditions of the TIUK website (hosted at <http://www.timeincuk.com/terms-and-conditions/>) include the following wording under 'Editorial Complaints' (point 15):

Editorial Complaints

We work hard to achieve the highest standards of editorial content, and we are committed to complying with the Editors' Code of Practice (<https://www.ipso.co.uk/IPSO/cop.html>) as enforced by IPSO.

If you have a complaint about our editorial content, you can email us at complaints@timeinc.com or write to Complaints Manager, Time Inc. (UK) Ltd Legal Department, Blue Fin Building, 110 Southwark Street, London, SE1 0SU. Please provide details of the material you are complaining about and explain your complaint by reference to the Editors' Code.

We will endeavour to acknowledge your complaint within 5 working days and we aim to correct substantial errors as soon as possible.

TIUK's Managing Directors (formerly Publishing Directors) have also been asked to ensure that the above notice is displayed prominently (and consistently) in every edition of our hard copy magazines (usually on the 'Letters' page). In addition, TIUK 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.

Complaints are received centrally in the first instance and are allocated to appropriate editorial staff 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 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 is carefully monitored and recorded.

3.5 Training of Staff

New joiners are supplied with a copy of the Editorial Ethical Standards Policy, 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 and any changes to it which are implemented from time to time.

Editors and journalists are given training each year on issues affecting editorial content, including any changes or updates to the Editor's Code. Bespoke training is also provided by the legal department on an *ad hoc* basis and as required.

In addition, TIUK has arranged for editorial teams periodically to undertake the Press Association's online training course on IPSO and the Editor's Code to ensure that knowledge and awareness of the Editor's Code (and any changes to it) are maintained and to allow for any changes to editorial staff.

Feedback on this particular training was positive - the intention is for the same course to be made available for at least another two years going forward.

4.0 Adverse Adjudications

There have been no adverse adjudications against TIUK during the Relevant Period.

SIGNED:



On behalf of Time Inc. (UK) Ltd.

Submitted to IPSO: 15 March 2017

Time Inc.

Editorial Ethical Standards Policy

**January
2016**

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/IPSO/cop.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

The Code – including this preamble and the public interest exceptions below – sets the framework for the highest professional standards that members of the press subscribing to the Independent Press Standards Organisation have undertaken to maintain. It is the cornerstone of the system of voluntary self-regulation to which they have made a binding contractual commitment. It balances both the rights of the individual and the public's right to know.

To achieve that balance, it is essential that an agreed Code be honoured not only to the letter, but in the full spirit. It should be interpreted neither so narrowly as to compromise its commitment to respect the rights of the individual, nor so broadly that it infringes the fundamental right to freedom of expression – such as to inform, to be partisan, to challenge, shock, be satirical and to entertain – 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 their publications. They should take care to ensure it is observed rigorously by all editorial staff and external contributors, including non-journalists.

Editors must maintain in-house procedures to resolve complaints swiftly and, where required to do so, co-operate with IPSO. A publication subject to an adverse adjudication must publish it in full and with due prominence, as required by IPSO.

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 or images, including headlines not supported by the text.

Libel

Publishing false information can also lead to a defamation claim. 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.

- 1.2 A significant inaccuracy, misleading statement or distortion must be corrected, promptly and with due prominence, and – where appropriate – an apology published. In cases involving IPSO, due prominence should be as required by the regulator.
- 1.3 A fair opportunity to reply to significant inaccuracies should be given, when reasonably called for.
- 1.4 The Press, while free to editorialise and campaign, must distinguish clearly between comment, conjecture and fact.
- 1.5 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.

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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 2 PRIVACY**

- 2.1 Everyone is entitled to respect for his or her private and family life, home, health and correspondence, including digital communications.
- 2.2 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.
- 2.3 It is unacceptable to photograph individuals, without their consent, in public or private places 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] 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 3 HARASSMENT**

- 3.1 Journalists must not engage in intimidation, harassment or persistent pursuit.
- 3.2 They must not persist in questioning, telephoning, pursuing or photographing individuals once asked to desist; nor remain on property when asked to leave and must not follow them. If requested, they must identify themselves and whom they represent.
- 3.3 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 4 INTRUSION INTO GRIEF OR SHOCK

- 4.1 In cases involving personal grief or shock, enquiries and approaches must be made with sympathy and discretion and publication handled sensitively. These provisions should not restrict the right to report legal proceedings.

CLAUSE 5 REPORTING SUICIDE

- 5.1 When reporting suicide, to prevent simulative acts care should be taken to avoid excessive detail of the method used, while taking into account the media's right to report legal proceedings.

***CLAUSE 6 CHILDREN**

- 6.1 All pupils should be free to complete their time at school without unnecessary intrusion.
- 6.2 They must not be approached or photographed at school without permission of the school authorities.
- 6.3 Children 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.
- 6.4 Children under 16 must not be paid for material involving their 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.

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 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, sex, gender identity, sexual orientation or to any physical or mental illness or disability.
- 12.2 Details of an individual's race, colour, religion, gender identity, 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 the threat of crime, or serious impropriety.
 - 1.3 Protecting public health or safety.

- 1.4 Protecting the public from being misled by an action or statement of an individual or organisation.
 - 1.5 Disclosing a person or organisation's failure or likely failure to comply with any obligation to which they are subject.
 - 1.6 Disclosing a miscarriage of justice.
 - 1.7 Raising or contributing to a matter of public debate, including serious cases of impropriety, unethical conduct or incompetence concerning the public.
 - 1.8 Disclosing concealment, or likely concealment, of any of the above.
2. There is a public interest in freedom of expression itself.
 3. The Regulator will consider the extent to which material is already in the public domain, or will become so.
 5. Editors invoking the public interest will need to demonstrate that they reasonably believed publication - or journalistic activity taken with a view to publication – would both serve, and be proportionate to, the public interest and explain how they reached that decision at the time.
 6. An exceptional public interest would need to be demonstrated to over-ride the normally paramount interests of children under 16.

