ASSOCIATED NEWSPAPERS

Annual statement to the Independent Press Standards Organisation 2022

1. Factual information

1.1 Overview

A division of Daily Mail and General Trust, Associated Newspapers is one of the largest publishers of national newspapers and news websites in the UK. Its titles including the Daily Mail, Mail on Sunday, MailOnline, Metro, Metro.co.uk. Its sister company Harmsworth Media publishes the i, inews and the New Scientist.

The company also publishes the Irish Daily Mail, Irish Mail on Sunday and evoke.ie website in the Irish Republic. MailOnline is a global news website with independent editorial operations in the USA and Australia.

1.2 List of Titles

The Associated Newspapers titles regulated by IPSO are:

- Daily Mail (Circulation area England, Wales and Northern Ireland. Average circulation including Scotland and Ireland December 2022: 812,000)
- The Mail on Sunday (Circulation area England, Wales and Northern Ireland. Average circulation including Scotland and Ireland December 2022: 674,000)
- Scottish Daily Mail (Circulation area Scotland. Average circulation December 2022: 51,900)
- The Scottish Mail on Sunday (Circulation area Scotland. Average circulation December 2022 43,800)
- Metro (Distribution in major cities and suburban areas in England, Scotland and Wales. Average circulation December 2022: 966,000)
- The i (Circulation area England, Scotland, Wales and Northern Ireland. Average circulation including Scotland and Ireland December 2022: 137,000)
- MailOnline (Global audience. Global monthly unique browsers December 2022: 180.1m)
- Metro.co.uk (Global audience. Global monthly unique browsers December 2022: 32.0m)
- inews (Global audience. Global monthly unique browsers December 2022: 9.7m)

1.3 Responsible person

Associated Newspapers' responsible person is Peter Wright, Editor Emeritus.

2 Editorial standards

2.1 Overview.

Associated Newspapers has always been committed to upholding the editorial standards enshrined in the Editors' Code of Practice. During 2022 the Editor Emeritus became chair of the Regulatory Funding Company and the Editor of Metro was a member of the Editors' Code of Practice Committee.

Compliance with Editors' Code, Data Protection Act and Bribery Act is a requirement written in to all journalists' contracts.

Whenever there are changes to the legal and regulatory framework within which our journalists work we ensure they are informed and, where necessary, undergo training to guarantee they understand and comply with new requirements.

There were no significant changes in regulatory requirements in 2022. The Editor Emeritus continued his current series of seminars for journalists explaining recent rulings by the Complaints Committee and the effect they have on working practices.

All our newspapers carry regular corrections and clarifications columns, normally on page two for the Mail and Metro titles and the letters page for the i. Our websites carry regular corrections and clarifications panels on their news page.

All Associated titles employ managing editors with responsibility for ensuring compliance with the Editors' Code and resolving any alleged breaches. During this period there were two for the Daily Mail and Metro, one for The Mail on Sunday, four for MailOnline and Metro.co.uk, and one for the i.

We operate an automated complaints management system to ensure all complainants have access to the Editors' Code and assistance in making a complaint, and complaints are logged, acknowledged and outcomes recorded.

We publish our Complaints Procedure (See Appendix 1).

All journalists are required to seek advice from managing editors and/or the editorial legal department in respect of any journalistic inquiries or proposed stories which may raise issues under the Editors' Code or the law.

The editorial legal department currently employs five full-time lawyers and two part-time. An inhouse lawyer is present until the daily newspapers go to press, and they remain on call 24/7 for the newspapers and for Mail Online. Additional cover is provided by rota lawyers during the evening for the Daily Mail and Metro, and a staff lawyer and two rota lawyers for The Mail on Sunday on a Saturday. All the editorial content of the newspapers is read before publication by either an in-house lawyer or a rota lawyer.

Two in-house lawyers are embedded with MailOnline and Metro.co.uk in the office between 8am and 7.00 pm, and provide advice remotely until 10.00 pm. A rota lawyer provides remote cover between 10pm and 8am. Online editors select content for legal advice pre-publication, there is constant dialogue between editors, journalists and lawyers, and lawyers monitor content as it is published.

The editorial legal department also provides a full legal service for the i, and inews.

2.2 Guidance from IPSO.

All desist notices received from IPSO are circulated to all relevant journalists and placed on the legal warnings database. On receipt of desist notices managing editors will occasionally speak to IPSO's Director of Operations, either to seek clarification, or to check whether the notice relates to any activities of Associated journalists.

More rarely, from time to time managing editors speak to IPSO's Executive for guidance on Code issues. Practice varies a little from title to title, according to the nature of the material they publish. The Daily Mail would generally only seek guidance on the application of the Code, or helpful precedents, without reference to a specific story. The Mail on Sunday may give some detail of a particular story or picture. MailOnline and Metro do not normally seek prepublication advice from IPSO.

Similarly, the IPSO Executive will occasionally contact a managing editor regarding a story they believe one of our titles might be about to publish and draw his/her attention to potential Code issues.

In either case IPSO's Executive invariably make clear that any advice they give is only for guidance and not for official clearance. They always point out that the IPSO complaints committee would ultimately rule on any complaint, and they may well take a different view to that offered by the executive. The decision to publish rests with the Editor alone.

2.3 Verification of stories

We are very aware that across the industry a large proportion of all complaints are about accuracy, and our titles are no exception. Associated Newspapers has a formal step-by-step Verification Policy which is distributed to all journalists. (Appendix 2).

2.4 Financial Transparency

At Associated Newspapers we have always had a strong record of protecting our journalistic integrity from inappropriate commercial pressure. To help our journalists further we have issued Financial Transparency guidelines, which codify and strengthen previous practice. They can be found at Appendix 4.

3 Complaints handling

3.1 Forms in which complaints are accepted.

All our titles have very large, broad-based readerships and, unsurprisingly, we receive complaints in many different forms, about a wide variety of issues. For this reason we offer a range of avenues for complainants: (Please note this section gives Daily Mail web and email addresses; there are parallel web and email addresses for our other titles).

- (a) IPSO. The most frequently used avenue for complaints is IPSO. Complainants go directly to IPSO and are then referred to us.
- **(b) Readers' Editor.** Readers who prefer to make a formal complaint under the Editors' Code directly to us are encouraged to do so via an automated complaints form which is hosted on a dedicated web page www.dailymail.co.uk/readerseditor. Here they are given full information about the Editors' Code, details of our Complaints Policy, and easy-to-follow instructions on how to formulate a complaint. This route is prominently displayed on page two of our newspapers and the UK news page of our websites.
- (c) Corrections. We are aware that some readers may want to take issue with a simple point of accuracy, which may not be a significant inaccuracy under the Code, or for a variety of reasons may not wish to engage in a formal process. We therefore offer in parallel with the Readers' Editor service an informal email route through corrections@dailymail.co.uk. It is publicised in the same way. If these complaints engage the Code in any way, we record them with formal complaints.
- **(d) Contact Us.** Some readers who use the Readers' Editor service realise, on reading the Editors' Code, that the matter which concerns them is not a Code issue, but a question of taste and decency, an opinion they wish to express, or something they simply wish to make known to us. Others may decide, having looked at the IPSO process, that they would rather not make a formal complaint. We therefore offer, on the landing page of the Readers' Editor web page, a second informal route called Contact Us. As with Corrections complaints that arrive by this route do nevertheless sometimes engage the Code, in which case they are recorded as formal complaints.

(e) Email/Letter. Some complainants prefer to complain in writing directly to the editor or journalist involved. Where these complaints might engage the Code they are recorded with other formal complaints. This is the route by which the i and inews take complaints.

3.2 Handling of editorial complaints.

Due to the very different nature of newsprint and digital publishing, there are some differences between the way our print and web titles handle complaints.

- (a) Newspapers. Daily Mail and Metro complaints are assessed at the outset to determine whether there is any issue under the Code. If there is no breach a member of the Managing Editor's team will write to the complainant explaining carefully how this decision has been reached. If the complaint is more serious and likely to go to IPSO for a ruling, it will be passed to the Managing Editor so it can be dealt with straight away. Mail on Sunday complaints follow a similar process but are generally handled from the outset by the newspaper's Managing Editor.
- **(b) Websites.** The much larger volume of content, and the speed with which it is published, makes websites more open to complaint than newspapers. At the same time continuous 24-hour publication means inaccuracies can be corrected immediately and permanently, sometimes within minutes of publication. Speed is of the essence, and for that reason online complaints go directly to Managing Editors, who try to resolve them as soon as possible. If that can't be done, they will engage with the complainant and IPSO in the same way as the newspapers' Managing Editors.
- (c) the i and inews. Complaints are handled by the Managing Editor.

3.3 Keeping of records.

All complaints that are entered via the complaints management system are recorded electronically. Complaints that are framed under the Code and are submitted by letter or email independently are also entered into the system, as are complaints referred by IPSO. When substantive complaints are resolved key information is transferred to a central register which records the name of the complainant, nature of the complaint, Code clause raised, outcome, remedial action (if any), and time taken to resolve.

3.4 Resolution of complaints.

The average time taken to resolve complaints in 2022 was 21 working days. This represents the time taken from our receipt of a complaint to our last substantive exchange with the complainant or, in the case of complaints which proceed to IPSO for ruling, the last substantive exchange with IPSO. It does not include time spent waiting for IPSO to rule on a complaint or issue its ruling, as this is beyond our control.

3.5 Information provided to readers.

All readers using our automated complaints service are given full details of how to make a complaint and our Complaints Procedure. The Complaints Procedure gives an outline of how IPSO handles complaints, and encourages potential claimants to visit IPSO's website for further information. (Appendix 1) The automated complaints service is publicised on page two of our newspapers (the letters page for the i) and the news page of our websites (Appendix 4).

4 Training Process

4.1`Details of training programmes

During 2021 it became apparent to us that IPSO was adjudicating on more complaints against all titles. The Editor Emeritus began a new series of training seminars, explaining recent IPSO rulings and the effect these will have on working practices. At each seminar a member of the legal department also speaks about the increasing need to make and keep notes of decisions on the public interest in order to defend legal actions.

4.2 Plans for further training

The Editor Emeritus held 28 seminars for staff in 2022. Further seminars will be held if necessary, meanwhile seminars will be held for new joiners

5 Compliance

5.1 Complaints ruled on by IPSO

During this period IPSO ruled on 38 complaints against Associated Newspapers titles. 10 were upheld. The rulings were:

02739-21 Matinvesi v Mail Online. Breach

10073-21 Various v Mail Online. Breach

09309-21 A woman v Daily Mail. No breach

01786-21 Brewerton v Mail Online. No breach

09771-19 Reynolds v Mail Online. Breach

09791-21 Yorkshire County Cricket Club v Daily Mail. No breach

07363-21 A man v metro.co.uk. No breach

01743-21 Power v Mail Online. No breach

10659-21 Hagyard v Mail Online. No breach

07403-21 Foster v Mail Online. Breach

- 02643-21 James v Mail Online. Breach
- 11214-21 Zaman v The Mail on Sunday. No breach
- 01200-22 Various v Mail Online. Breach
- 15321-20 Foster v Daily Mail. No breach
- 09039-21 Sadler v Mail Online. No breach
- 00546-22 Costley-White v Mail Online. No breach
- 12885-21 Kay v Daily Mail. No breach
- 11471-21 Phillips v Mail Online. No breach
- 09742-21 Woodcock v metro.co.uk. No breach
- 11947-21 Dizaei v Daily Mail. No breach
- 11837-21 North East Ambulance Service v Mail Online. Breach
- 01400-22 Jesus College Cambridge v Daily Mail. Breach
- 01909-22 Walker v Daily Mail. Breach
- 02464-22 Phillips v Daily Mail. No breach
- 09483-22 Various v Daily Mail. No breach
- 09956-22 Various v The Mail on Sunday. No breach
- 00627-22 Doe v You (The Mail on Sunday). No breach
- 01732-22 Rahman v Mail Online. No breach
- 01139-22 Mehson v Mail Online. No breach
- 07734-22 Gleeson v Mail Online. No breach
- 01443-22 Risk Management Authority v Scottish Daily Mail. Breach
- 10067-22 Warner, Eddleston & Eddleston v Mail Online. No breach
- 09504-22 Hunter v Mail Online. No breach
- 09505-22 Hunter v Daily Mail. No breach
- 01193-22 A woman v metro.co.uk. No breach
- 10348-22 Malster v Mail Online. No breach
- 11288-22 Baillie v The Mail on Sunday. No breach
- 11417-22 Dollimore v Daily Mail. No breach

IPSO mediated five complaints without making a determination on whether or not there had been a breach of the Code:

- 10596-21 Shaw v Mail Online
- 12200-21 Moulds v Mail Online
- 13207-21 Studholme v Mail Online
- 09540-22 A woman v Mail Online
- 02507-22 Jones v Daily Mail

5.2 Steps taken to respond to adverse adjudications:

02739-21 Matinvesi v Mail Online. This was based on an article published by The Times. Staff were reminded that when following up an article published elsewhere they must still check all fact are accurate, especially where they are a matter of public record.

10073-21 Various v Mail Online. This involved a Daily Mail newspaper story which was reheadlined for MailOnline. Staff were reminded that when putting new headlines on stories they must not introduce information which is not accurate.

09771-19 Reynolds v Mail Online. Staff were reminded that when writing headlines and bullet points they must ensure that they summarise accurately what is said in the article.

07403-21 Foster v Mail Online. This article included comments made by the complainant in a previous interview some months previously. Staff were reminded that when taking material from previously published articles it must be clearly distinguished from contemporaneous information.

02643-21 James v Mail Online. Staff were reminded that where the public interest is being relied upon they must make sure it is proportionate to any possible breach of privacy, and that where a desist order is in place the mere proximity of a photographer may be a breach, even if there is no contact with the complainant.

01200-22 Various v Mail Online. Staff were reminded that headlines based on pictures must accurately describe the events portrayed.

11837-21 North East Ambulance Service v Mail Online. Staff were told they must ensure that all factual statements are both technical accurate and placed in correct context.

01400-22 Jesus College Cambridge v Daily Mail. The author of the article was reminded that all claims of fact must be carefully checked to ensure accuracy.

01909-22 Walker v Daily Mail. The journalist who sub-edited the story was reminded that where possible claims of fact must be checked against publicly available information.

01443-22 Risk Management Authority v Scottish Daily Mail. Staff were reminded that when publishing statements from the subject of a story care should be taken to ensure they are quoted accurately and presented in a way that gives the quotes the meaning originally intended.

5.3 Details of other incidents

Any complaints which arrive outside the IPSO system are normally settled without admission of liability. Although they are investigated internally, they do not go through an independent process of investigation and adjudication, so it would be unfair to both the complainants and the journalists involved to offer a view on whether or not there was a breach of the Code in individual cases. In addition, some complainants choose not to use the services of IPSO because they prefer to resolve their complaint with us privately, and we must respect that.

However, we can supply the following details for complaints resolved under IPSO rules during 2022. This list does not include legal complaints, or those resolved informally:

Total number of complaints resolved:

This figure includes:

Number of complaints adjudicated or mediated by IPSO:

43

Complaints referred by IPSO and resolved by us within the 28-day period:

69

Clauses of the Code raised (some complainants raised more than one clause, none raised clauses 7, 8 or 15):

1 Accuracy	136
2 Privacy	34
3 Harassment	24
4 Intrusion into grief	11
5 Reporting of suicide	1
6 Children	3
9 Reporting of Crime	2
10 Subterfuge	5
11 Victims of sexual assault	1
12 Discrimination	13
13 Financial journalism	1
14 Confidential sources	1
16 Payments to criminals	1

Outcomes (internal determinations do not reflect an independent investigation and adjudication):

Outside jurisdiction	1
Code not engaged (internal determination)	63
Code potentially engaged (internal determination)	48
Upheld by IPSO	10
Not Upheld by IPSO	28
Outcome mediated by IPSO	5

Ways in which complaints were resolved (some complaints involved more than one action, an agreement to resolve a complaint does not necessarily mean there was a breach of the Code):

Online article amended	62
Online article, or picture removed	14
Adjudication published	1
Correction/clarification published	28
Footnote added to online article	16
Donation to charity	1
Goodwill payment	3
Apology published	2
Private letter of apology	2
No remedial action required	47

Appendix 1. Complaints Procedure



We take great pride in the quality of our journalism and do our utmost to ensure the accuracy of everything we publish. All our journalists are required to observe the rules of the Editors' Code of Practice and we are members of the Independent Press Standards Organisation (IPSO), the new regulatory body for the press set up in response to the Leveson Inquiry.

One of IPSO's key principles is that all its members should have effective mechanisms for dealing with complaints and correcting errors as promptly as possible. If you wish to complain about a story in one of our publications, or the behaviour of one of our journalists, we will do everything we can to put matters right.

But first, please take a few moments to read the advice below:

1. Is your complaint covered by the Editors' Code of Practice?

The Editors' Code sets standards for accuracy, respect for privacy, cases of intrusion into grief or shock, stories involving children, discrimination and the behaviour of journalists, including photographers. <u>Click here</u> to check whether your complaint is covered by the Code and make a note of the clause you believe has been breached.

If you wish to draw an issue to our attention but do not wish to make a formal complaint under IPSO rules, <u>click here</u> to send your concerns to our Managing Editor.

2. Important points to check before you submit your complaint

Under IPSO rules complaints will normally only be accepted within four months of the date of publication of the article, or the journalistic conduct in question. Outside that period, complaints can be considered up to 12 months after the date of first publication only if the article remains on our website, and it can be investigated fairly given the passage of time.

Please note that we cannot begin considering a complaint until we have received all supporting documentation you wish to submit, including correspondence with the journalist concerned. Normally complaints can only be considered if they are made by a person who has been personally and directly affected by an alleged breach of the Editors' Code. If you are making a complaint on behalf of another individual you need to enclose with your complaint an email or letter from that individual, giving you permission to act on their behalf.

If you are taking legal action against any of our publications, you need to let us know, because we may then be unable to consider your complaint under IPSO rules.

Complaints from representative groups affected by an alleged breach of the Code can only be considered where the alleged breach is significant and where there is a substantial public interest in it being considered.

Third party complaints can only be considered where they seek to correct a significant inaccuracy of published information, in which case the position of the party most closely involved will be taken into account.

Complaints may be rejected if there is no apparent breach of the Editors' Code, or if they are without justification (such as an attempt to argue a point of opinion or to lobby), vexatious, or disproportionate.

Complaints about headlines will normally only be considered in the context of the article as a whole to which they relate.

3. What happens next?

As soon as we have checked that we have all the relevant information to consider your complaint it will be acknowledged and considered by our Readers' Editor.

The Readers' Editor, who is a qualified lawyer and not a member of any of our publications' editorial staff, will come to an independent decision on how to take your complaint forward. If the Readers' Editor cannot establish that there has been a potential breach of the Editors' Code, they will inform you of their decision.

If we receive a number of complaints about the same issue the Readers' Editor may identify one complainant as the lead complainant, with whom we will attempt to resolve the case. If a resolution is agreed we will inform other complainants of the outcome.

If the Readers' Editor believes there has been a potential breach of the Code they will pass your complaint to the Managing Editor, who may offer you remedial action.

In cases of inaccuracy you may be offered a clarification or correction. If this is the case the Managing Editor will offer you a wording, which will usually be published in the Clarifications and Corrections column which appears on Page Two of the newspaper concerned, or in the case of our websites online.

Unless it involves a straightforward factual error, a clarification or correction will normally not be published until you have told the Managing Editor you are happy with the wording. Once you are satisfied and the clarification or correction has been published the complaint is closed. It may also be closed if you do not respond to our offer.

In cases where a clarification or correction is not an appropriate remedy, such as invasion of privacy, intrusion into grief, or behaviour by a journalist which is in breach of the Editors' Code, the Managing Editor may offer you an apology. This may be in the form of a published statement or a private letter. If a statement is to be published you may be asked to approve the wording. If your case has been referred to us by IPSO both parties must inform IPSO of the outcome.

4. What happens if I am not happy with the remedy offered to me?

Under IPSO rules we must attempt to resolve all complaints before they are considered by IPSO. If after 28 days your complaint has not been resolved you are then free to take it to IPSO. Visit the IPSO website to find out how to do that: www.ipso.co.uk

If IPSO's Complaints Committee finds that your complaint has disclosed a potential breach of the Editors' Code it will try to mediate an agreed resolution.

If the Complaints Committee cannot resolve your complaint by mediation it will determine whether or not there has been a breach of the Editors' Code. This may result in an adjudication with a requirement for us to take remedial action, which may consist of publication of a correction and/or the adjudication itself.

The nature, extent and placement of such an adjudication and/or correction will be determined by the Complaints Committee. Remedial action will not normally include an apology unless that has been agreed by you and the publication.

Please note IPSO has no authority to award financial compensation.

Appendix 2 - Verification of stories



Verification of stories

Accuracy is at the heart of everything we do as journalists. The following is a list of the various steps that should be taken to verify a story is accurate. It is not an exhaustive list - there may be occasions when a story can be verified by means not covered here, but if so great care should be taken, and the steps taken to secure verification should be made clear to the legal department and to your Editor or Acting Editor before publication.

Journalists must also be aware that a story may be accurate, but still in breach of the Editors' Code, or the laws of libel or contempt. You also need to take into account the Data Protection Act and the Bribery Act.

- 1. **Is your story supported by an on-the-record quote or bone fide document?** If the quote or document is reported accurately and in context, describes the activities of the person or organisation who produced it, and is attributed to them, there should be no need for further verification.
- 2. Does the quote or document you are relying upon describe the activities of another person or organisation? Then its accuracy needs to be checked and the person or organisation given an opportunity to comment. You need to be sure that the questions you want to put have been received by the individual or organisation concerned, and quote their response fairly.
- 3. What if the person or organisation refuses to comment? If you are sure they have received your request for comment, you must make it clear the material you intend to publish is a claim or allegation and attribute it to its source. You must also accurately report the refusal to comment, which may in itself contain an element of comment.

- 4. What if it is not possible to contact the person or organisation concerned? You need to keep a note of all the steps you have taken to reach them. Do not say in your story that so-and-so 'did not comment' but make it clear that you were unable to reach them. If it is a substantial story and you suspect they are evading you, briefly spell out in the story the steps you took. Make it clear to your editor and legal department that you have been unable to contact the subject of the story.
- 5. Are you relying on an off-the-record briefing? If someone has briefed you about their own activities, or their own organisation (and they are qualified to do so) you can normally regard that as sufficient verification. However, if you think there is a danger that they will later complain, you may need to make it clear that in such circumstances you would regard the obligation of confidentiality as broken and may name them as your source. You may also be asked to give your source, confidentially, to your editor. If you are unable to do so your editor is unlikely to run the story. An off-the-record source who can't be named is unlikely to be strong enough evidence to defend an accuracy complaint to IPSO.
- 6. Are you relying on an off-the-record briefing concerning the activities of a person or organisation other than the one giving you the briefing? Then any claims need to be put to the person or organisation as in steps 2-4.
- 7. What if I have two independent off-the-record sources? It is helpful, but not sufficient to ensure verification. You still need to go through the processes in step 2-4.
- 8. Check the legal warnings basket before you approach anyone for comment, and before you file your story. If the facts in your story have been the subject of legal warnings or corrections in the past, make sure you take this into account and seek advice from the Legal Department. If the subject of your story has issued a desist notice, asking journalists not to contact them, you should not make an approach unless you have consulted the Legal Department and/or a senior editor and established there is a public interest in doing so. Note we are aware some journalists currently have difficulty accessing the legal warnings basket. An improved, easy-to-access basket is under construction and will be launched very shortly. It will be followed by a new clarifications and corrections basket.
- 9. Public interest justification. Before you engage in any activity which might give rise to a possible breach of the Editors' Code, you must be able to demonstrate that you have a reasonable belief that your actions, and the publication of any story involved, are justified by the public interest. In the case of misrepresentation or subterfuge, you must demonstrate that you have pre-existing evidence of the activities you plan to investigate, that your actions are in the public interest and that the material cannot be obtained by other means. To do this you must consult the Legal Department and/or a senior editor, and keep a record of how the decision was taken.

Appendix 3 - Financial Transparency





Financial transparency for journalists

It has always been a central principle of our journalism that the editorial and commercial branches of our company work independently, without one exercising inappropriate influence on the other... church and state do not mix.

Of course there are times when it is perfectly legitimate, even desirable, for businesses which advertise with us to work with us on editorial projects: many supported the Mail's Turn the Tide on Plastic campaign, for instance.

But advertisers should never be in a position to use the fact they have a commercial relationship with us to apply pressure on journalists, whether it is to include certain content, exclude it, or to angle articles in a particular way.

If you feel an advertiser is putting you under this sort of pressure, inform your Managing Editor straight away so action can be taken.

Nor should you accept financial inducements, or gifts which may be offered or perceived as inducements, from businesses or individuals you may be writing about. Again if you are in any doubt, or feel you are being placed in an awkward situation, make sure you inform your Managing Editor, who will advise you on how to respond. You should also have had training on the Bribery Act. If you haven't, contact the Legal Department, who will arrange it.

If you are writing about a business with which you are aware we have a direct financial link, for instance another subsidiary of DMGT, then that relationship should be made clear in the copy.

There are also some areas where there are particular risks, and more specific rules apply:

Financial Journalism

Financial journalists – including sub-editors and anyone else who has access to financial copy - should avoid doing anything that could be construed as unethical or trading on their privileged position. In particular:

- Never buy or sell shares in companies on which you have any inside or ahead-of-themarket information.
- Never buy or sell shares in companies on which you are in the process of writing or editing stories.
- Never buy or sell shares you know will soon be tipped in any of our publications

It would be unreasonable to forbid financial journalists to hold any investments, however you should list any directly-held shares in the Financial Journalists' Share Register, which is published on ThisisMoney.co.uk.

It is not always practical for a financial journalist to avoid writing articles about companies or funds in which they have an existing shareholding. However if you think a reader may perceive a potential conflict of interest then you should inform your head of department, and declare that you have a holding at the foot of the article.

Advertorials and sponsored content

Some advertisers prefer to present their message in an editorial format. If an advertiser is paying for content and/or has editorial control over it, then it must be made clear to the reader by distinct labelling, such as 'Advertising Feature', 'Sponsored Content' or 'Sponsored by *Name of Company'*.

There are also some areas, commonly described as service journalism, where a closer relationship with businesses may be permissible, so long as sensible guidelines are followed:

Travel

It would not be possible to provide a full range of travel features unless journalists are able to take advantage of offers from travel companies to sample destinations they serve. However no offer should be accepted unless:

- You have cleared it with your Travel Editor.
- It is made clear to the travel company that you are not under any obligation to write a favourable article, or indeed to write any article at all.
- If a travel company has covered the cost of flights or accommodation featured in a travel article this should be made clear on the page, preferably in a fact box, with wording such as: 'Name of Journalist travelled to name of destination with name of travel company'.

Fashion and beauty

It is not feasible to write about fashion and beauty without the use of clothing and beauty products loaned or supplied by manufacturers and/or retailers. However any arrangement which involves a significant financial input from a supplier, such as covering the cost of models, photographers, or travel to a location, and is not labelled as sponsored content, should be avoided. If you are in any doubt about a proposed project, you must clear it with

your head of department. If for any reason a supplier has made a significant financial input into an article it should be made clear in a fact box.

Motoring

As with travel and fashion, it would not be possible to write about new cars without taking them on loan for test drives. However if this takes place in a location which involves significant financial input from a manufacturer – such as flights or hotels – this should be made clear in a footnote ('name of journalist travelled to name of location with name of company').

Finally it is a good general rule for all journalists, if you think you may be putting yourself in a position where you could be accused of a conflict of interest, to ask yourself: 'Would I be embarrassed if this were to appear as a story elsewhere?' If the answer is yes, don't do it.

Appendix 4 – Complaints Service

The following pages give examples of the way our complaints service was publicised in our various titles during this period.

Daily Mail:



Summary: Sunny

UK T00AY: Early mist and fog will dear. Then mostly dry with lasts of sensitine however cloud will linger ocross southern counties of triglend. A chence of white showers across not their is son land. Macilla.

Today's weather | Secondary | Seco

Thu

Yester	day	10	26min	20	25	Vin
in town?	da	her ten	Editions	64.	M	4 4
5-400	579	DO THE THE	Claripine.	12	3.0	4 4
Abordoss	-13	4.00 0	PROF.	24	128	40.0
Mestagerib	_14	6400.0	gowich	34.	1.0	4
HEAT.	- 14	441.5	Leads	- 141	140	4
STREET, ST.	72.5	5,00 d 1	Cocata	12	32	
96/11/07/6KI	B: 37	5.64 E	Control	100	1,0	
trans.	- 14	1.00	Mumchaniter	-14	.50	4
Service .	100	0.00	Specification in a	124	140	
No. Wall	5.3	0.00 -6.	St. Study Wash	34	1.0	4. 1

More and Syn
Mills and Char, and Char
Mills (Loring Include Char
Mills (Loring In Europe forecast

COMMUNICATION AND ADDRESS.	100 131 60N T	MALE DE PROPERTY AND INC.
Around the	world yest	erday betot
mention at a	market a d	market a f
Mary 50 - 26 C	Cheese Sec. 54	model ton 115
material to 12	mines Date 4.2	Stylick Clade 12
100 to 10	State 15 44	St. Control
March Service 2017	Address . Days . 4. 5	Ser. 100 2.5
mention body a c	ASSESSED THE RELEASE	560 757 13
Bellet Seller 24 C	material trans- 4 5	Party Street V. C.
900 HT 12 1	400 Tel. 13	Bank 200 75
te feet to the 12	areas tone 27	Sp. 300 13
Tell Tree Co.	Marie Control of	Street, Sec. 115.
Davis to 10	Links Tel: 12	Section from 10 p.
STATE OF STATE	CHARGE TOP TO	Widows Toronto St. St.
Section 10 15	WART TO THE	March 1995 21 20
Marie III	WEG 107 31	Sept. 107 127 1
Street Street Street	Street, Square of the	State of the
Indiana Ind. 2.5	Week By Lee: 21 f	Santa But 12
SEPTEMBER 100 A S	Ober 15 ST	585 COS 1175
hete to 2.5	Mantha Lane 12	Senter 10 3 5
SERVICE TO SERVICE STREET	MADE TO 12	Time 1201 12
Money Long 14	Market Son 3.5	Sein los 17
GS 1000 Y S	March Deck of the	SPECIAL VALUE OF THE PARTY OF T

Chief nurses war Union is putting patient lives at risk

By Shaun Wooller Heelth Editor

THE nursing union is putting petients at risk by failing to protect lifesaving services on strike days, the profession's UK

leaders have warned.

Dame Buth May, chief musing officer for England, has written to Royal College.

has welfden to Boyal College of Nursing general secretary Pat Cullen to say many lead-sra fisel let down.

The letter is co-signed by her sounderparts in Sections Wales and Southern Ireland and urges Mrs Cullen to de more to protect patient safety during wallouts. The intervention came as NSIS cancer the Polymer work to the RCW siking it to adopt a vorspossion-

'Leaders feel let down'

ate approach for patients' and permit surgeans to perform argent operations to would harm. Up to 15,000 operations could be cancelled as a nearly of the nursing strike tomor-

of the training strike tomorrow, with further action
planned for next baseling.

Up to 160,000 ourses are
expected to walk out of headtain, including skills and cancer wards, after the Government reliased semands for a Health leaders may patients
should expect a wards, as the should expect a wards holdinglovel of services as a result.

Teams Butch's letter suggests
the RCW a relusar to staff hospinal wards and Askills bullmeans patients could miss our
on Education from mislent such
as services. The chief resures and
services are the services as a service
on Education from mislents such
as services. The chief resures and sepsis. The chief nurses add

OAP strapped to a plank and taken to A&E by van By Richard Marsden

By Richard Marsden

AMILITATY veteran who broke his hip and shoulder had to be strapped to a plank of wood and faster to houghts in a ven because no ambutances were available. Melvyn Byen, 30, was found by one of his eight grandchildren, Nicole Lea, behind the door of his horse siture in presend an emergency call betten around his neck. When Miss Lea dielled 999 she was told no ambutances were available to send to his horse in Cumbran, South Weles. She told the 80°C it was just the utter shock of being bold that no help was consigned the thought in my head was "thing God, he's going to die!"

Mr Ryan, who served in British's response to the 1926 Seec Crisis, was strapped to a plank of wood and placed carefully in the van of Miss Lee's partner. Dr Iona Collins, of the British Medical Association in Wales, described the case as "the staff of informaries". Lee Brooks, of the Welsh Ambutance Service, apoliogised and plendiged to launch an investigation.

that local RCN strike commit-tees are defring rational union pidance and refusing to guar-native they will provide characterary. They also warn that dying publishs may have to go eith-east pain refuel and they sade assurances that the RCN will act to "alleviate unnecessary

act to 'alleviate unnecessary
theiress for patients'.

The either argue the union to
affer interest and allow
members to cross pictot has a
no over Asker, all cancer thesage and unpest mercial leading
are, including for children.
It adds: 'Many chief marses
directors of rurating are, alcourse, BCW members them-

Buy or hight duty levels.
Last night, Health Secretary Steve Barclay said
patients would be 'worried
and frustrated' by tomorrow's strike and called on the

selves and some have expressed Sedings of having from the chief mirror was been led down by the SCM. The SCM has said it will met sector circleians today model of one, with most server seek to the control of the sector of the

marse preparing to strike says they should set patients: Will you support us? Tories called the move-totally unacceptable. The ECS was unavailable for com-ment over the guide.



Nightmure: Molryn Ryan recovers in his

Now physiotherapists vote to strike PHYSIOTHERAPISTS yesterday writed to join nurses and paramedics in a series of crippling NIBS strikes strikes strikes strikes strikes strikes strikes strikes to the writer of the strikes to the stri

writed to join nurses and paramedics in a series of cripping NHS strikes this writter.

Midwives in Waiss also backed walk-cuts, but those in England failed to secure encough support for industries action, the Royal College of Midwives and England members on an employer by employer basis, and secured.

a mandate for strikes in 112 organizations in England and every health board in Wales.

It is the first time that WHS physiotherapy staff have been halleded on pay, it will begin the process of planning for industrial action in the new year.

The Royal Collage of Midwirves beid a national ballot in Males.

The Royal Collage of Midwirves beid a national ballot in Wales.

In England, some \$8.42 per cent of these who voted ware income of the control of the country of the country which is below the 50 per cent which is below the 50 per cent word in trends that is required for a legal mandate.

In Wales, there was a turnwat the country of the country was a furnwat which is not per cent word in extract.

Clarifications & corrections

AN ARTICLE in early editions of Saturday's paper and that the European Court of Brana Rights had criticaed the UK's approach to refuges. In fact, the critical are same from the Com-

To make a formal companied go to a reso declared in a street restrict Analy Stal, 2 Derry Street, London, WEST processed IPSD directly of

NSIDE: Kurosu 28. Puzzles 33-36. TV Guide 42-45, Cainer 46, Letters 48 & 49, City 55-58 IF YOU CAN'T GET YOUR BALLY MAIL...
If the Mail was unavailable at your retail outle
please let us know by emailing availability()
delymail.os.uk or call 6000 60-060 and we-

The Mail on Sunday:

The Mail+

Escape the cold weather and get The Mail delivered to your tablet or phone

iust £1



Your newspaper 7 days a week, PLUS podcasts, videos, puzzles and more

Subscribe today at mailsubs.co.uk

Territo S conditions (Offer profilida to represent solvent solving set a manifes autor before again die 10 february 1 months. Manife e ellibo charged et die solved 15000 en menth seleccionaristics. Nounner cannol within N-depropriep off period at misses.

'People will be entitled to boo if they turn up'

late Queen's beloved Commun-wealth as 'Empire 2.0'; and

laie Queen's believed Commun-vessible as "Empire 2.0"; and Maghar's estentations parcedy of a curtes." Furnier Conservative leader fain Duncan Senith told The Mail on Sanday: "If they dis-like the Royal Family so each why would they attend the Corcention?" Fellow Tory veteran Duvid Mellor velood the servitanes, saying: They shouldn't come to the Corcention. They cate-gorically shouldn't come. "They make mensy out of selling their Innity down the river I think it should be make clear that the Eritish people do not want them there." Ile also enguested that peo-ple 'would be perfectly entitled to boe if the couple did turn up', adding: They are a sad pair and there is no hope for thest of the couple of the couple that the results of the couple of the people of the couple of the couple of the theory is not correct.

Lady Antonia France, the histories and author, added 'I hope they don't come because I want the King and Queen to be the centre of attention. It worries me that if they come the cameras might waste time

'A distraction from the focus of a great day"

on them. They should stay holding hands in Hollywood.' A pall for The Mail on Sun-A positor the Mail on Sinday today reveals almost half the public agree the couple should be barred from the Co-restion. Also, twice as many people think Prince Harry should be excluded from the line of succession and be stripped of his Doke Of Sussex title, compared to those who believe they should be allowed to resistain their status.

Yesterday, yet another trailer was related to promote the final three episodes of the Netlin shore, which will be released on Thursday. In it, Harry and Maghan reveal that their first dance on their wedding regist was to Wilson Note with Land of 1,000 Dances, with Maghan saying she was rejnning illo a whirtwind.

As well as details of their researce, the new installments

nce, the new idetalements are expected to certain even more explosive material cov-ering the couple's break with the Royal Parsily. In the first episodes, Harry asserted that a 'race element' meant Moghan was 'treated differ-

- The Mail on Sunday can today also reveal that:

 Thomas Markle has velo-mently denied his doughter's on that someone glas

and the primary denied the absolute of any device allogation that someone electrons the property of the proper

Queen's comment after the couple's earlier allegations, soying: Yet again, many recol-lections may be waying.' It is understood that the

Royals still regard Maghan, Harry and their children as 'mach-leved' members of the family, and imend to invite them to the Coronation.

However, leading members of the Establishment last night united in their call for them to stay away, including one senior Tory MP who said: 'I wouldn't have them attending anything in my constituency, let alone the Coronation.' Another Tory MP, Bob Seely, said. 'If I were them I'd stay

David Blunkett, Page 25

THOMAS MARKLE:

I <mark>did</mark> text meghan

FROM SICK BED Page 12

LAST NIGHT'S MATCH

h afterwords.

The new retired Rear Admi-ral Chris Purry said of the Duke and Duchess: I think they have forfested their rights to be part of the Royal Family any name. Frankly, they have shown themselves to be unre-

any nines. Finalthy, they have suborn themselves to be user sumbers were for and against femiliant services and against them leading and reporting them. The Curronation is another red carpet event for them and they are likely to tread and full. They are not consistent with the dignity and the innovature of the occasion. The lowers for the red to the consistency of the serving sumbers of the Reyal Family.

IV's Coronation, The Duke and Duchess of Windsor weren't at Duchess of Windors weren't at George Whi in 1837, and Elimbeth II's German relations weren't invited in 1853, so them's plenty of prescedent for not invited to a distraction to and detraction from the focus of the great day," he said.

A representative well of non-

grout they," he said.
A representative poll of 2,065
Birthish adults for this newspaper Sound that 28 per cast of
people though that Harry and
Meghan should be banned
from the Caronation, and 31
per cent though they should be
allowed to attend. When the 41

ares are 47 per cent and 53 per cent respectively.

Asked by polisters Findout

The Hall on Sunday DECEMBER 1 - 5002

now if the couple should lose their Duke and Duchess of Sussex titles, 44 per cent said yes and 19 per cent no. Similar

importance of the occasion." But Dovine, former head of Andrew Roberts und there are many precedents for coclading the cusple. Queen Carrosses at next, but when considering what hos been said, be it half-truth, lie or mackery of the Royal Family, how can anyone want them to be invited

aryona want them to be invited to the Cormanico.

The presentation of the murarchy and the Commonwealth as being racist is an insult in Britain and Britans.

That also gives rise to a very serious excurity insue.

'The failso marrachys presented in this arrise could give rise to people with a fixedion on the Royal Family to enact their factacies.'

Maranere Builder, a Royal Marshy to enact their factacies.'

their factacies." Margaret Halder, a Royal author, said: I think the Sus-sesse will simply not be invited to events, or they will be advised diplementically not to attend, because it would mean all attention gave on them and waters, be found from and not on the Royal Family."

LOTTO NUMBERS

14 17 19 inter. By on special algorithms process
54 51 Sept. Total algorithms of the extension of the section o

Southern Control of Street Windows No National Street of a Knobbby)

American date of byte freeling or CONB USE.

CORRECTIONS & CLARIFICATIONS

All our journalists observe the Editors' Code of Practice and the Mail is a member of the independent Press Standards Organisation (IPSO), We aim to correct any errors as promptly as possible.

BIT yas metricle consuming the Stud-bur Sharif centried Thild the family of Pakitean politica who has become the poster buy for British oversees at STEAL finds recent for earth-quake victims published on 14 July 20'9 we reported on an investigation by Pakitean in Nazional Accountability Human into Mr Sharif and suggested that the money under investigation of the Sharif has a second to the second of the Sharif and suggested that the money under investigation

Metro:

2 | METRO | Wednesday, Decreptor 14, 2022

BUSINESS BITES

Lower debt of resilient Brits will 'help avoid home repossessions'

FEMER homes will be reposessed in the UE's financial crisis than in past none - because hexarchalds are more redilect, finand of Reginnel generator Andrew Rulley steps.

Fuggle on the whole Ind less date than before the 200°C crash and the early 90s recention, he said. Taxals are none required by regulation to support customers through these problems more sufficient to the past, he added.

1 hope and believes we would the level of repossessions and therefore, the level of loon lesses that were to as in the past. Amond





mortgages face a E250 a teseth jump at the end of next year. A report by his policy consoltnee said basics seen well placed to absorb shocks and continue asserting coeffic needs' of households and firms.

W TWITTER has dissolved its trust and safety council - a voluntaer-nur group formed to address hate speech and other tasses on the site. The decision

1	INDUSTRUCES	
١	portractal.	
٩	Sept.	1.0
١	the Tanted NE	179
3	Parel (MV)	
3	Singuist St.	
1	Soly Washed	

six months more misery,

On track for





TV clastic GHE's Richard Materies and Kets Garraway with Hick Lynch (right)

by DOMINIC YEATMAN

UNION host Mick Lynch warned striking workers could paralyse the rail network for another six months as he clashed with broadcasters in a series of fiery

interviews yemedag.

The RMT chief was even taid to jug us by Good Morning Britain host Scrium! Massley, as he lasted out at claims public support for the walkouts was wasing. As the pair repearedly spake over each other, No Lynch was accised of 'unline' by Madeley - who said strikes over the

■ THE number of working days text to strike action bit a flecade high of 40°,000 in October. The Office for Nutlicrate Statistics add. The data also showed private suctor pay outget 6.0 per cent in the three months to October but the change for the condition of the october that the october than the october of the october october of the october oct

feative period could pur businesses at

risk of closum. And on SSC lindle 6's Yedny show, Mr.

And on 180C kindlo - de Yodiy alvou, Mr. Lynch said presenter Michael Blanzin was partoting the most right-wing traff when she saked how much the dispars had already cost his members. You must be to she will be said to the super-rich for what they're doing to musics. In potent workers, You jour pair out ampring you receives from the employers and the govern-ment, he said

"We have taken the net-work into virtual shut-



down. We will continue until our inex-

bers are ready to extic to added.

The walknutz come after the RMT rejected a five per over pay rise, backdated to issuary, with the provise of a further four per cent locatease next year. Sersont Stall has also ruled our cutting jobs and 2005 to local the desellack.

polytosis data has also trates on carting plots and l'actis to broad the doublack. Sits transport sacretary Mark Hosper anded de per cent of Holf rauff sejecuted de-bases offer - down fines time in ten in a previous bollor. Monos of the per cent you do in favour. The tide is transing," be mid. He also related to deep reports that he told rail charles to insist unloss must accept driver-only trains if they search to settle the dispute. However, Notwenth Rail book Andrew Halines mid it was hard to see a glimmar of how in the long-running most on it he warned turtiles would bit services until lacuary is.

CONTACTUS

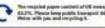
GER DES THE

FINDUS

CORRECTIONS & CLARIFICATIONS

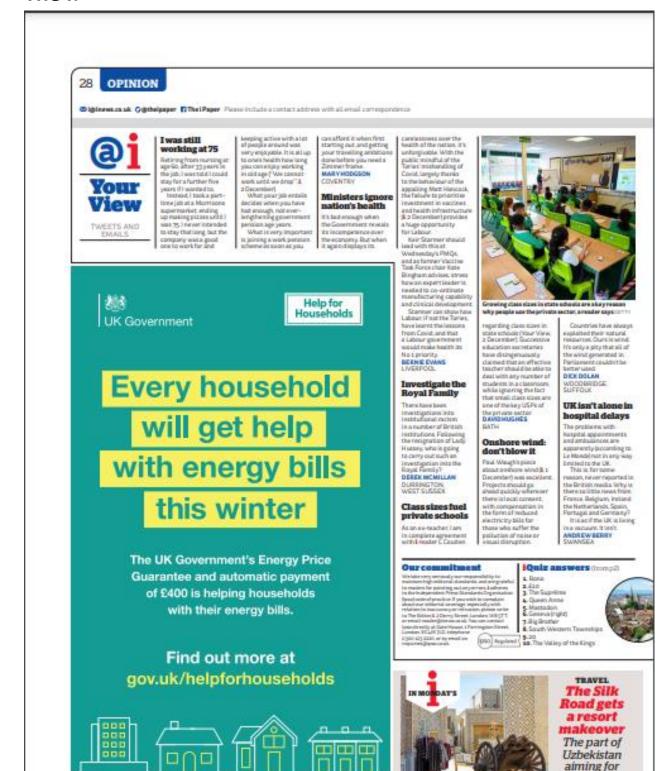
resident dise or contact PRE streetly of type count.







The i:



Dubai-like luxury

MailOnline:

Privacy Policy | Feedback | Follow 22.1M

Thursday, Apr 20th 2023 9AM 10°C 👋 12PM 12°C 🐔 5-Day Forecast

HailOnline

Home News | Royals | U.S. | Sport | TV&Showbiz | Femail | Health | Science | Money | Travel | Best Buys | Discounts

Breaking News | Australia | Video | Russia-Ukraine | You Mag | Books | Promos | Rewards | Mail Shop | Cars | Property | Columnists | Puzzles

Login

Search

How to Complain



Editorial Content

TRENDING



Sarah Ferguson breaks her silence on Coronation invite

13.5k viewing now



KATE SPICER: Reaction to Keanu Reeves dating mature woman is shocking

6.5k viewing now



Paul O'Grady funeral live: TV star to be laid to rest

2.4k viewing now

Please contact our editorial team for any issues with our content:

- · If you notice a factual inaccuracy on MailOnline, Daily Mail or Mail on Sunday, please email corrections@mailonline.co.uk and we will address the issue as soon as possible
- If you wish to make a formal complaint over a potential breach of the Editor's Code of Practice under IPSO rules please go to www.dailymail.co.uk/readerseditor where you will find an easy-to-use complaints form
- You can also write to Readers' Editor, Daily Mail, Northcliffe House, 2 Derry Street, London W8 5TT

Dailymail.co.uk, Daily Mail and Mail on Sunday are members of the Independent Press Standards Organisation (IPSO), Dailymail.co.uk, Daily Mail and Mail on Sunday adheres to the Editors' Code of Practice as enforced by IPSO who are contactable for advice at:

- IPSO, Gate House, 1 Farringdon Street, London, EC4M 7LG
- Website: http://www.ipso.co.uk/
- · Email: inquiries@ipso.co.uk



DON'T MISS

Sarah Ferguson breaks her silence on Coronation invite 'snub and why she's 'loving'



Demure Megan McKenna is WORLDS away from her OTT reality star style as she makes red carpet debut with boyfriend Oliver Burke at Wicked



Irina Shayk shows off her svelte physique as she sports a criss-cross black bikini - after partying alongside Leonardo DiCaprio at Coachella



Pregnant Rihanna flashes her baby bump in a denim crop top and min skirt as she cuddles Fendi-clad son, 11 months, at a family dinner in Paris



EXCLUSIVE Make-up free Daisy Lowe is pictured for the first time with her newborn daughter lvy during outing with her fiancé Jordan Saul



▶ There's a new lottery prize where one lucky postcode will share £1million EVERY WEEK! Here's what you need to AD FEATURE



Pamela Anderson makes jaws drop as she flaunts her figure in a SEE-THROUGH beaded bodysuit and black blazer at H&M's Mugler launch event



Chanelle Hayes looks slimmer than ever as she stuns in a formfitting black midaxi dress... after 9st weight loss



Metro.co.uk (accessed via the IPSO mark on the home page):

Corrections or complaints:

Metro.co.uk is a member of the Independent Press Standards Organisation (IPSO).



If you wish to report any concerns over accuracy, please email **correct@ukmetro.co.uk**.

To make a formal complaint under IPSO rules please go to metro.co.uk/readerseditor or write to Readers' Editor, Metro.co.uk, Northcliffe House, 2 Derry Street, London W8 5TT.

Metro.co.uk and Metro Newspaper are part of DMG Media, the consumer media company of DMGT plc. Information about its leadership team can be found here and its structure/funding here.

Metro.co.uk and Metro newspaper adhere to the Editors' Code of Practice as enforced by IPSO who are contactable for advice at:

IPSO, Gate House, 1 Farringdon Street, London, EC4M 7LG

Website: ipso.co.uk

Email: advice@ipso.co.uk

• Telephone: 0300 123 2220

Inews:

Complaints policy and Ipso

This website and its sister newspaper, **i**, is a member of the Independent Press Standards Organisation (Ipso), the regulatory body for the press, and abides by its code of conduct. We take very seriously our responsibility to maintain high editorial standards, and are grateful to readers for pointing out any errors.



If you wish to complain about our editorial coverage, especially with relation to inaccuracy or intrusion, please write to The Editor at i, 2 Derry Street, London, W8 5TT, or email reader@inews.co.uk.

You can contact Ipso directly at Gate House, 1 Farringdon Street, London, EC4M 7LG, telephone 0300 123 2220, or by email at inquiries@ipso.co.uk

Appendix 5 - 2022 seminar programme

IPSO's getting tougher...

The precise content of seminars varied acording to the audience and topical issues in the news, but the outline remained broadly constant:

1. Introduction

- The number of complaints IPSO upheld increased markedly in 2021 62 across all national titles, compared to 33 in 2020. 58 of the 62 upheld complaints concerned accuracy.
- The increasing readiness of IPSO to uphold accuracy complaints means journalists must be ever more vigilant in following the Code to the letter.
- 2. It is important to be able to show evidence for EVERY fact in your story:
 - Complainants sometimes challenge numerous facts in a story, and IPSO may ask for evidence to support all of them – even passing references.
 - This means a complaint can still be upheld even if the overall message of the story and nine out of ten facts within it are completely accurate.
 - Reporters must make sure they have evidence for every fact and omit any information about which they are less than 100 per cent certain.
 - Case history Walker v Daily Mail
- 3. IPSO may expect you to have notes of every conversation however brief
 - Two complaints were upheld because reporters had checked facts over the phone while they were writing their stories, then typed the answer they believed they had been given straight into their stories.
 - When complainants challenged those facts, the reporters were unable to provide separate notes to support them. IPSO refused to accept the copy itself as a note, and ruled that care had not been taken.
 - Reporters must ensure they have note of every conversation on which they are
 going to rely, however brief. If reporting events virtually, and typing notes
 straight into their computers, they must save a copy before editing their notes
 into a story otherwise they will have no separate note to produce for IPSO.
 - Case histories Reed v MailOnline, A Woman v MailOnline, metro.co.uk and Metro.

4. Take extra care with statistics

- Most journalists are not mathematicians. This can lead to misunderstandings over statistics.
- If reporters are writing stories based on statistics it is sensible to go back to the source of the story, outline how they are interpreting the statistics, and check that is a reasonable and accurate approach to take.
- Case history: Portes v Metro.

- 5. Be precise in your language IPSO may read headlines literally
 - In one case a Daily Mail headline described a decision by eleven EU member states halt use of the AstraZeneca vaccine as 'EU snubs UK'.
 - IPSO ruled that as no action had been taken by the European Commission itself, it was not accurate to report a decision by eleven member states as an action by the EU.
 - Headlines must be precise it is not good enough to rely on a fuller explanation in the copy to remedy loose phrasing in a headline.
 - Case history Ormerod v Daily Mail
- 6. We may have to publish a correction, even if we can show we took care over the facts in a story.
 - Sometimes it is possible to defend a complaint successfully under Clause 1(i), by showing that proper care was taken with sourcing and checking a story, but the information contained may still be inaccurate.
 - In that case a correction must still published, and failure to do so is a breach of Clause 1 (ii)
 - Case histories Sloane v MailOnline, Pelling v Metro, Dyson Technology Limited v MailOnlione
- 7. It is also important that corrections do the job properly.
 - Increasingly IPSO will not accept amending the copy online as adequate correction of an inaccuracy.
 - There must be a separate correction, or at least a footnote, which identifies the inaccuracy and sets out the accurate position. Otherwise complaints risk being upheld.
 - Case histories: A Woman v MailOnline, metro.co.uk and Metro.
- 8. Take a great care in summarising quotes from court cases
 - It is very tempting to paraphrase quotes from court evidence and judgments, particularly in headlines.
 - But there is always a risk that in doing so, important nuance of meaning is lost, which opens the way to complaints.
 - Try to ensure the language used in copy follows that used in court as closely as possible.
 - Case history: Ahmed v metro.co.uk

Appendix 6 – Training of Journalists

The Associated Newspapers editorial training scheme 2022

The Associated Newspapers training scheme is the largest run by any national newspaper and has a formidable reputation throughout the industry for producing excellent, well-trained journalists.

In 2022 we recruited and trained 36 trainees. This followed the 25 recruited in 2021. In 2022 there were six news reporters and seven sub-editors for the Daily Mail and Mail on Sunday and a sports journalist for the Daily Mail. The sports journalist was on the Mail's Stephen Lawrence scheme and supported through his post-graduate training before joining the scheme.

We have strived to nurture previous Stephen Lawrence scholars, and ethnically diverse candidates in general. One is now a parliamentary reporter, another on the City desk and a third is doing very well as a showbiz reporter.

In 2022 there were also 21 trainee online reporters for MailOnline in the UK and one for DailyMail.com in America.

This year, 2023, the scheme is 20 years old, having been first run for sub-editors in 2003. We are planning to run three courses from June to September. These are for online and print reporters and print sub-editors in London and online reporters in New York.

The selection process focuses on ensuring as much diversity as possible, both in terms of ethnicity and social background. In some cases we have arranged bespoke training before trainees join the main scheme.

The training is run by respected journalists led by Sue Ryan, a former managing editor of The Daily Telegraph, and Peter Sands, a former editor of The Northern Echo and editorial director of Northcliffe Newspapers.

The selection process is very robust. Most trainees have completed a journalism master's degree or have gained the NCTJ qualification from the Press Association or News Associates, so have basic skills in news writing, sub-editing, law, government, court reporting, shorthand and the Editors' Code.

The reporters are taught for three weeks under Peter Sands, and the sub-editors and online trainees for four weeks. It is an intensive course with a lot of red-penning of exercises and zero tolerance of mistakes. In 2022 we introduced software training in Glide and Wombat for MailPlus. These are the other topics covered in this year's basic training:

Reporting course

The course presumes attendees have already taken a qualification in journalism and had newsroom experience. It deals mainly with the tasks which will be required while working for our titles:

- a skills checklist (grammar, spelling, accuracy, attitude, structure, media law)
- intro writing and story structure
- the art of storytelling for the web
- tight writing and attention to detail
- professional standards (all UK trainees study the Editors' Code in detail and are given an electronic copy)
- media law (libel, privacy, copyright, bribery)
- covering a breaking story
- sources of stories
- story development
- the senior reporter's survival guide
- stories from the written word (agendas, reports, financial information)
- writing lighter stories/picture stories
- developing contacts
- writing a profile
- forward planning and working to the diary
- copy tasting, conference and putting together a newslist
- professional behaviour
- current affairs knowledge
- Mail style
- understanding the Mail audience

The focus of the course is on developing and writing stories. Trainees take live stories from the wire services and put them into Mail style, and have to source and write an exclusive for publication during the course. There are speakers from the newsroom - news, city, sport and production department heads, plus senior reporters and columnists.

Sub-editing course

- a skills checklist (grammar, spelling, accuracy, attitude, structure, media law)
- the art of the sub-editor
- a glossary of subbing terms
- the 70 most common errors in newspapers
- intro writing and story structure
- the art of storytelling
- tight writing and attention to detail
- professional standards (all UK trainees study the Editors' Code in detail and are given an electronic copy, trainees from the USA and Australia study the codes of practice that apply in their home countries)
- media law (libel, privacy, copyright, bribery)
- proofreading
- the subbing perils
- Mail style
- understanding the Mail audience
- Mail headline writing and practical headline exercises
- captions, subdecks, standfirsts, factfiles
- analysis of different newspaper styles
- Photoshop
- Adobe InDesign
- an introduction to typography
- handling pictures and graphics
- layout and design
- putting together a picture spread
- editing stories from different sources
- editing a live breaking story
- current affairs knowledge

After basic training all trainees undergo placements for between three and five months. We used to send trainees to regional papers but the current nature of their production means they no longer have proper sub-editing teams. So we send the subs to The Scottish Daily Mail, The Irish Daily Mail, The Evening Standard, Metro, the i newspaper and the Press Association where they learn from professionals.

Reporters and online journalists go either to the titles above or to big regionals such as the Liverpool Echo. Here they learn the skills of going on the road.

Courses are tailored for the individual, but generally every trainee has six months paid training before filing or subbing their first story to the Daily Mail, Mail on Sunday or MailOnline. And once they have joined their chosen paper or website they continue to be treated as trainees and are supported by mentors. Department heads take time to teach and encourage them.

471 trainees have graduated from the scheme – 272 for the London newspapers, 132 for MailOnline in London, 38 for DailyMail.com in New York and 29 for Daily Mail Australia in Sydney. Many are now senior executives on our newspapers and websites – so trainees may well find themselves working for someone who not very long ago was a trainee themself.

Sue Ryan and Peter Sands