

Appendix 1

1. Editorial Code of Conduct

It is a condition of your employment that you observe the Company's professional and ethical standards in the performance of your duties. The Press Complaints Commission Code of Conduct adopted by the industry has been accepted by the Company as the basis for its policy in this regard, and your attention is particularly drawn to the provisions of the Code with which you should familiarise yourself, including any amendments.

The Editor, who is legally responsible for the content of the newspaper, is also responsible for ensuring that Company editorial policy is observed.

The Editor is the arbiter of any uncertainties arising from the practical application of the Code.

A full copy of the Code is available from the Editor.

2. Defamation

The Company will indemnify you against personal liability in any defamation action arising out of its publication of your work where you have acted in good faith. The conduct of the proceedings and any possible settlement shall be at the sole discretion of the Company, which will consult fully with you at all stages.

3. Syndication/lineage

3.1 A journalist employed by the Company shall not undertake any lineage, photography, or other journalistic work without prior written approval from the Editor.

3.2 Any material submitted to another publication must have first appeared in those of the Group's publications that are appropriate.

3.3 Nor shall he or she undertake broadcasting on radio, television, or other digital media, or work in connection therewith, without the consent of the Editor, which consent will not normally be withheld when the broadcasting or work in connection therewith is of an original or creative nature and not contrary to the Company's interests.

4. Press card

All journalists employed by the Company will be offered a UK Press Card, issued under the auspices of the UK Press Card Authority Ltd. This will be purchased by the Company and issued by the Newspaper Society. Should you require a card, please contact the Editor or your HR department.