



The Broad: Code of Ethics

DRAFT

*VOTED INTO ENFORCEMENT ON
AUGUST 12th, 2019
AT 1st MEMBERS ASSEMBLY*

UPDATES

*VOTED INTO ENFORCEMENT ON
SEPTEMBER 11th, 2020
AT ANNUAL GENERAL MEETING HELD VIA ZOOM*

UPDATES

*VOTED INTO ENFORCEMENT ON
OCTOBER 22nd, 2021
AT ANNUAL GENERAL MEETING*

1. Preamble

1. This document sets forth the standards of conduct of all present and future employees and volunteers for The Broad Online (hereinafter referred to as 'The Broad'). It is the intention of this document to prevent any misconduct from members of The Broad, to communicate The Broad's core principles to contributors and other external parties, and to ensure that all publications continue to adhere to the ethos of The Broad. Key points are **highlighted in bold text**.
2. It is expected that all writers (external or internal), editors, and any other employee or volunteer of The Broad will adhere to the principles outlined in this document. It is the responsibility of the secretary to make sure all future volunteers and employees have

submitted an email acknowledging they have read and agreed to this Code of Conduct to admin@thebroadonline.com .

2. Core Values

1. The keystone of The Broad's ethos is a commitment to freedom of speech as a neutral publication. As such, **no submissions will be judged based on the political and ideological leanings or persuasions of the article.**
2. The overarching mission of The Broad is, as our tagline suggests, to provide 'A Space to Speak' for students of all persuasions, academic fields, lifestyles, and backgrounds. The Broad **does not discriminate based on any protected backgrounds as [outlined by the UK Equality and Human Rights Commission](#).** The Broad is committed to actively **recruiting diverse voices for our platform.**
3. All further responsibilities outlined in this document are grounded in the core value of free speech, and the mission to provide a diverse platform for student journalists.

3. Rights and Responsibilities of the Editor and Managing Director

1. This section outlines the core responsibilities held by anyone working in an editorial capacity for The Broad.
2. Neither the editor or The Broad itself, are responsible or accountable for the arguments made in articles published on The Broad. Any views and opinions expressed in these articles are **solely those of the authors themselves.**

3. The editors are responsible for the quality of published works. Proper English, adherence to the style guide, and proper research and citing are to be checked by the editors, with all changes properly and promptly communicated back to the author(s). **Editing must be in accordance with the Broad's editorial guide and house style**, which is available for all editors. .

4. The editors should not reject submissions for publication based on the political, social, moral, or other leanings of the author(s) and/or their submission, **they reserve the right to reject submissions based on the conditions outlined below:**
 - a. The author(s) continuously refuses to accept editorial advice (except in cases whereby the editor wrongfully attempts to alter the argument of the article).
 - b. The author(s) has improperly sourced his/her/their argument, or is unable to provide a credible source.
 - c. The author(s) refuses to adhere to the rules of The Broad's style guide.
 - d. The author(s) continuously behaves in a way the editorial team or Managing Director deems unprofessional, aggressive, or otherwise inappropriate.
 - e. The article contains an incitement to violence, support of a violent act, or could be construed as defamatory or libelous.
 - f. The article contains language or content which is derogatory and/or has the intention to cause harm.

5. Editors may choose to remove a published article from the site based on any of the above conditions.

6. All content editors are obliged to notify the Editor in Chief of any articles whose content may be in conflict with the Code of Ethics before publishing.

7. Editors reserve the right to request a different source for a fact or figure, should they decide that the original source is not credible.

4. Rights and Responsibilities of the Author

1. All authors, both internal and external, are expected to adhere to good journalistic standards as laid out by the [Society of Professional Journalists](#). This includes the use of credible sources, good argumentation, the avoidance of slander or defamation, and the full disclosure of any biases or conflicts of interest.
2. All authors are **fully responsible for their arguments and opinions expressed in published articles.**
3. All authors reserve the right to disagree with any edits made, and to raise their concerns about an editor with the Editor-in-Chief. Authors should understand, however, that The Broad may choose not to publish based on continued disagreement.
4. All authors are expected to practise due diligence when citing facts and figures in their articles. **Pieces centred around opinion, personal experience, or otherwise do not require citing are exempt, but subject to oversight from the editorial team and Managing Director.**
5. All authors **must disclose any conflicts of interest** (e.g. political/pressure-group/company affiliations, sources of funding, any sponsors of the submission, etc.) **along with their submission.**
6. All authors must notify an editor if their article has already been published elsewhere, or if they intend to publish it elsewhere.

5. Rights and Responsibilities of All Employees & Volunteers

1. With members based around the world, The Broad makes heavy use of the internet and social media for communications. All internal communications are conducted over Slack and, in the case of video calls, Zoom..
2. All external communications are conducted over Email, including for contact with writers and contributors. Communications with feature writers can be conducted over Slack.
3. **All members of The Broad are expected to communicate in a professional manner over these channels.** Please keep all discussions to Broad-related issues, and avoid sending any jokes/memes/other material which could be construed as offensive or defamatory over official Broad channels (Slack and Email).
4. If you wish to connect with another member or external contributor on a personal level (e.g. through Facebook, Instagram, etc.), **you must first obtain permission through an official Broad channel.**
5. Conducting Broad-related business through personal channels (e.g. with friends who also work with/contribute to The Broad) is acceptable, but **updates must be posted to official Broad channels.** Further to this, **The Broad takes no responsibility for any messages sent outside of official channels.**
6. Any messaging over any of The Broad's official channels which may be construed as harassment, offensive, aggressive, or otherwise inappropriate **will not be tolerated.** Complaints in this regard should be directed towards the Editor-in-Chief. .

7. Any materials shared to personal social media channels **are not the responsibility of The Broad**, including any comments or reactions.
8. Comments on The Broad's website are filtered by The Broad's staff for offensive or derogatory comments. This is also true for The Broad's social media channels on Facebook (www.Facebook.com/TheBroadOnline), Twitter (@TheBroadOnline), and Instagram (@TheBroadOnline), and LinkedIn (<https://www.linkedin.com/company/the-broad-online/>).¹

6. Investigative Journalism

1. Any member or external contributor of The Broad is free to engage in investigative journalism, and submit articles based on such activity to the site.
2. However, **all investigative activities must comply with the legal requirements of the land in which it occurs**. It is the **responsibility of the author(s) performing the investigation** to ensure this.
3. Any articles or series of articles based on the private investigative activity of the authors **must be proposed to the Editor-in-Chief before the investigation begins**. This proposal must include:
 - a. The subject of the investigation.
 - b. The reason for the investigation.
 - c. The method(s) which will be used in the investigation.
 - d. Proof that these methods do not conflict with the laws of the relevant land.
 - e. Any external funding/sponsorship for the project (Amount and source of money).

4. The Editor-in-Chief reserves the right to reject such a proposal on any grounds, including (but not limited to):
 - a. The Editor-in-Chief believes that the investigation conflicts with the laws of the relevant country.
 - b. The Editor-in-Chief believes that the investigation presents excessive risk or danger to the author(s).
 - c. The Editor-in-Chief believes that the subject of the investigation conflicts with any of the core values of The Broad.
 - d. The Editor-in-Chief believes that the subject of the investigation is malicious or intended to cause slander.
5. Similar to Section 4 Paragraph 2, **any author(s) engaging in investigative journalistic activity is wholly responsible for their work.** The Broad takes no responsibility for the content of the final article(s) nor for the methods used during the investigation.
6. When considering investigative pieces, **The Broad maintains the right to reject a proposal or article at any point of the submission and editing process.**

7. Funding and Advertising

1. As an ideologically-neutral platform, the Broad takes care to avoid any bias or influence in our funding.
2. To maintain the Broad's tenet of '*A Space to Speak*' without bias or favour, The Broad will **always make clear in any contract made that no donor or sponsor may influence the content or activity of The Broad.**

3. No content will be visible to any sponsor or donor before the article is made public on the site.

8. Edits and Alterations to the Code of Ethics/Rules for Members' Assemblies

1. The first rendition of the Code of Ethics has been drafted by Richard Mason, Helena Irvine, and Alban Mills in 2019. It was voted into implementation at the first Members' Assembly on **12/08/2019**.
2. Any edits or alterations to the Code of Ethics **can only be made through a Members' Assembly**. Outlined below are the rules for all Members' Assemblies.
 - a. Only the Editor-in-Chief may officially call a Members' Assembly.
 - b. While the Editor-in-Chief may call an assembly at his/her/their discretion, **there must be at least one assembly per academic year**. There is no maximum amount which may be held during this timeframe.
 - c. Once an assembly is called, **all senior members must receive an official invitation from the Secretary at least 30 days before the date of the Members Assembly**. This invite must contain:
 - i. The date and time of the Members' Assembly.
 - ii. The location/conference call address of the Members' Assembly.
 - d. Senior Members are defined as follows:
 - i. Editor-In-Chief
 - ii. Deputy Editor
 - iii. Secretary
 - iv. Media and Design Manager

v. Editorial Assistants

vi. Editorial Secretary

vii. Illustrator

- e. Any member who wishes to propose an item of discussion (including any proposed edits or alterations to the Code of Ethics) must do so **within 7 days of receiving an invitation to the Members' Assembly**. The Secretary **must add any proposed items of discussion to the agenda of the Members' Assembly**. All items on the agenda must be given time for discussion, as well as an introduction from the member from whom the item was proposed.
- f. The Secretary **must send the finalised agenda of the assembly to all attendees at least 7 days before the date**.
- g. Any proposed edit or alteration to the Code of Ethics requires a **minimum of a two-thirds majority vote** in order to be implemented. Methods of voting (e.g. anonymous written votes, raised-hands, etc.) are at the discretion of the Managing Director, though the method used and the results of the vote must be noted down by the Secretary.
- h. Members are free to abstain from voting. These will be recorded as 'abstentions' and will **not be counted towards the final result**.

3. While all proposed topics by members, so long as they have been submitted within the above-stated timeframe, **must be added to the agenda by the Secretary**, the Editor-in-Chief is free to **veto any proposal that does not correspond to the core values of The Broad**. This veto may only be overruled if the **rest of the Members' Assembly** (i.e. all present members excluding the Managing Director) **are unanimous in their opposition**.

4. It is the responsibility of the Secretary to keep an official record of all proceedings at a Members' Assembly. This must include:

- a. The date of the Members' Assembly.
- b. The time of opening and closing of the Members' Assembly.
- c. A list of all members present.
- d. The results of any vote, including votes in favour, votes against, and abstentions.
- e. Any quote or statement, which a member requests be noted down. The Secretary may also note down anything he/she/they believe(s) should be retained, even if no member requests it.

5. In cases of emergency or crisis, emergency meetings may be called by any of the Senior Members of The Broad in circumstances in which the reputation of The Broad is in immediate jeopardy. No timeframe applies to such meetings, within which invites and agendas must be sent out. Any decisions made during such a meeting **are only applicable until the next official Members' Assembly, at which point they must be given time for discussion and voting.**

9. Appointment to, and Removal From, Internal Positions

1. *The Editor-in-Chief, alongside any other appropriate Senior Members,* is free to appoint new members to positions, promote existing members to positions and establish new positions entirely. This does not require the consent or approval of other members.
2. An existing member can be removed from their position following a majority vote amongst Senior Members and only in cases where the Code of Ethics or the job description has been violated.
 - a. However, in exceptional cases, an existing member can be removed from their position by the Editor-in-Chief alone.

10. Point of Contact

1. All questions, comments, and concerns regarding this document are to be directed to the Editor-in-Chief at editor@thebroadonline.com