

### GUIDELINES ON RIGHT TO REPLY

1. The following guidelines are in line with the Ofcom Broadcasting Code, with the *BBC Editorial Policies: Right to Reply* document being used to provide the Hullfire newspaper with a basis on which to conduct themselves when a Right to Reply is deemed necessary.
2. When any individual, groups or part of Hull University Union or the University are the subject of criticism, allegations of wrongdoing or incompetence, or anything that is not positive, the Hullfire editor must ensure a right to reply is given to them.
3. Also, when any individual, groups or part of Hull University Union or the University are the subject of any article, whether critical or not, the subject must be contacted to ensure the facts used are accurate. This will be the responsibility of the Chair Media.
4. As outlined by the BBC Editorial Policies, a Right to Reply is not “prescribed” to a single format.
5. A right to reply can take the following formats. The offer of (but not limited to):
  - a. a face-to-face interview (which with the permission of the interviewee will be audibly recorded by the interviewer, and a copy of the raw audio file sent back to the interviewee within 24 hours of the interview ending)
  - b. a written statement (which will be included fairly in the output)
  - c. a telephone call (which will be noted and reflected in a fair way, with a copy of the interview notes being sent back to the interviewee within 24 hours of the interview ending)
  - d. an email response
6. When asking for a reply, the information given to the respondent should include:
  - a. a clear summary of the nature, format and content of the article
  - b. when the article is likely to be published and where it will be published (including online and/or paper copies)
  - c. a definite summary of the allegations and criticisms that could potentially be included in the report
  - d. a deadline for when a response is needed
  - e. contact details of the journalist and Editor, so that the subject can contact the Hullfire newspaper
7. As a students’ union newspaper, it is courteous to go beyond that prescribed in this policy.
8. It is at the discretion of the Editor-in-Chief to take a decision on whether correct right to reply has taken place and as a consequence, whether or not that article then goes into the newspaper (online or physical copy). The Editor-in-Chief’s decision is final.
9. If any individual feels that the Editor-in-Chief’s decision was incorrect, then the appeals process as outlined in Standing Order 2006 (entitled GOVERNING “HULLFIRE” COMMITTEE) should be followed. Copies of this standing order can be found on the hullstudent.com website.