

# www.auliving.com.au

## Editorial Conduct of Conduct

This policy is to be followed by all editorial staff at [www.auliving.com.au](http://www.auliving.com.au)

Editorial staff includes full-time, part-time, fixed-term and casual employees and also contractors, contributors, consultants, freelance photographers, interns and volunteers.

[www.auliving.com.au](http://www.auliving.com.au) is committed to the following principles:

- Honesty
- Fairness
- Independence
- Respect for the rights of others

All editorial staff is to follow the Media, Entertainment and Arts Alliance's [Journalistic Code of Ethics](#).

All editorial staff will:

1. Report and interpret honestly, striving for accuracy, fairness and disclosure of all essential facts. Do not suppress relevant available facts, or give distorting emphasis. Do your utmost to give a fair opportunity for reply.
  - 1.1. Always try to tell all sides of the story when reporting on disputes and with such stories, reasonable steps should be taken to contact adversely named parties.
  - 1.2. Direct quotations should not be altered except to delete offensive language, protect against defamation, or to make minor changes for clarity.
  - 1.3. Information from social media must be verified before being used in any reports.
2. Do not place unnecessary emphasis on personal characteristics, including race, ethnicity, nationality, gender, age, sexual orientation, family relationships, religious belief, or physical or intellectual disability.
3. Aim to attribute information to its source. Where a source seeks anonymity, do not agree without first considering the source's motives and any alternative attributable source. Where confidences are accepted, respect them in all circumstances.
  - 3.1. Journalists should only rely on credible sources.
4. Do not allow personal interest, or any belief, commitment, payment, gift or benefit, to undermine your accuracy, fairness or independence.

- 4.1. Payment should not be made for interviews or information. If a request for payment or other reward or compensation is made, agreement must not be given without the approval of the Chief Editor.
  - 4.2. Editorial staff must not request or accept any money, travel, goods, discounts, entertainment or inducements of any kind outside the normal scope of business hospitality. If any of the above is accepted, a conflict of interest must be declared (see clause 5) and be made known to the Chief Editor or direct line manager.
5. Disclose conflicts of interest that affect, or could be seen to affect, the accuracy, fairness or independence of your journalism. Do not improperly use a journalistic position for personal gain.
6. Do not allow advertising or other commercial considerations to undermine accuracy, fairness or independence.
7. Do your utmost to ensure disclosure of any direct or indirect payment made for interviews, pictures, information or stories.
  - 7.1. All paid editorials and campaigns must be labelled as such.
8. Use fair, responsible and honest means to obtain material. Identify yourself and AuLiving before obtaining any interview for publication or broadcast. Never exploit a person's vulnerability or ignorance of media practice.
9. Present pictures and sound which are true and accurate. Any manipulation likely to mislead should be disclosed.
  - 9.1. Enhancement of photographs is acceptable. However, this should be limited to simple procedures to improve reproduction quality.
  - 9.2. Copyright permitting, any pictures cropped, altered or enhanced for artistic purposes must be clearly labelled as such together with the author/s of the original picture/s.
10. Do not plagiarise.
  - 10.1. At all times, proper credit must be given to the source of any information used in written articles.
  - 10.2. Staff must not reproduce other people's material without attribution, other than in exceptional circumstances – for example where the source cannot be identified – and only with permission of the chief editor. The source of published material obtained from another organisation should be acknowledged, including quotes taken from other newspaper articles. By lines should be carried only on material that is substantially the work of the by lined journalist. If an article contains a significant amount of agency copy then the agency should be credited.
11. Respect private grief and personal privacy. Journalists have the right to resist compulsion to intrude.

11.1. No one should be placed under the pressure to be photographed or interviewed. Those who are grieving or bereaved must be respected.

12. Do your utmost to achieve fair correction of errors.

12.1. If significant mistakes or errors in reporting come to the attention of the editorial team, immediate steps must be taken to correct the mistake as soon as possible.

12.2. If the publication has already been printed, the amendment must be denoted in the next edition. For digital articles, the amendment must be made immediately online with a clarification/correction note below the actual article.

12.3. All editorial staff has a duty to report any mistakes and/or errors or claims of bias and/or defamation to the Chief Editor as soon as it comes to their attention.

13. Privacy

13.1. All individuals, including public figures, have a right to privacy. But public figures necessarily sacrifice their right to privacy, where public scrutiny is in the public interest.

13.2. Publication of sensitive personal information — such as taxation details, Family Court records and health and welfare matters — may be prohibited by law.

13.3. Editorial staff will be expected to justify intrusions into any individual's private life without consent.

13.4. Do not photograph or film people on private property without their consent unless it is in the public interest to do so. If asked by the resident to leave private property, do so promptly.

14. Hospitals, other facilities

14.1. Do not go into non-public areas of hospitals, welfare institutions, funeral parlours, churches etc, without either identifying yourself to relevant authorities or without permission of the people affected or their intermediaries unless appropriate prior approval has been obtained from the Chief Editor.

15. Children (under 18 years of age)

15.1. Children should not be prompted in interviews, or offered inducements to cooperate.

15.2. Do not identify children in crime and court reports without state specific legal advice.

15.3. Do not approach children inside schools without the permission of a school authority.

15.4. Photos of children cannot be taken from any identifiable angles without permission from a parent or legal guardian.

16. Content restrictions

- 16.1. Do not reveal graphic details of a suspected suicide or graphic details of the method and location of a suicide unless the public interest in doing so clearly outweighs the risk, if any, of causing further suicides.
- 16.2. Do not sensationalise, glamorise or trivialise suicides, gambling and drug addiction. Adopt sensitivity and moderation in news gathering and in any contact with those who might be affected.  
Where possible, include in such reports the contact number of support groups where people with problems may seek help.
- 16.3. Do not report recipes for drug manufacture details of distribution or descriptions of the use of other harmful substances unless justified by public interest considerations or at the request of authorities.
- 16.4. Do not include any graphic content of violence that is not acceptable to a reasonable person.
- 16.5. Adult content (18+) must not be included in any articles.

### **Guidance Clause**

Basic values often need interpretation and sometimes come into conflict. Ethical journalism requires conscientious decision-making in context. Only substantial advancement of the public interest or risk of substantial harm to people allows any standard to be overridden.

### **Breaches of the code**

Complaints involving alleged breaches of this policy will be investigated by the Chief Editor. Where an editorial staff is found to have breached this code, a range of actions could be taken, including further training, formal performance management or termination.

### **Complaints procedure**

All readers of [www.auliving.com.au](http://www.auliving.com.au) are encouraged to alert us to factual errors, complaints or any other tips to help improve future coverage by emailing: [aulivingau@gmail.com](mailto:aulivingau@gmail.com) or calling 1300 638 939

Anyone who is unsatisfied with the response by our editorial team to the complaint made may approach the Media Entertainment and Arts Alliance to seek further resolution:

The letter should be addressed to: Chief Executive, MEAA, PO Box 723, Strawberry Hills, NSW 2012 or via email [ceo@meaa.org](mailto:ceo@meaa.org) Once the MEAA chief executive receives your letter, the chief executive will refer it to the National Ethics Committee

Your complaint must state:

- The name of the journalist;
- The action that you believe is unethical;
- A copy of the relevant article or the url address of the item; and
- The clause(s) of the code that you believe have been breached.

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## 澳洲生活网编辑行为准则

澳洲生活网的所有编辑人员应遵循此编辑原则。

编辑人员包括全职，兼职，定期和临时雇员，以及承包商，撰稿人，顾问，自由摄影师，实习生和志愿者。

澳洲生活网致力于以下原则：

- 诚实
- 公平
- 独立
- 尊重他人的权利

所有编辑人员均应遵守媒体、娱乐和艺术联盟的《新闻道德准则》

所有编辑人员将：

1. 如实地进行报道和阐释，力求准确性、公正性和披露所有基本事实。不压制相关的可用事实，也不歪曲重点。尽最大努力提供一个公平答复的机会。
  - 1.1. 在报道争议问题时，请始终尝试阐述事件的正反两方面。并且在报道此类新闻事件时，应采取合理的步骤联系被负面报道的当事方。
  - 1.2. 除非为了删除冒犯性语言，防止诽谤或进行小改动以表达得更清晰，否则不得改动直接引语里的内容。
  - 1.3. 来自社交媒体的信息必须先经过验证，然后才能在任何报道中使用。
2. 不要过分强调个人特征，包括种族、民族、国籍、性别、年龄、性取向、家庭关系、宗教信仰或身体或智力残疾。
3. 努力使一切消息皆有来源。如果消息源要求匿名，则必须先考虑消息源匿名的动机，并寻求其它可替代的消息源，然后达成共识。如果接受了匿名要求，在任何情况下都应尊重他们。
  - 3.1. 记者只能依靠可靠的消息来源。
4. 请勿让任何个人兴趣、信仰、承诺、付款、礼物或利益损害您报道的准确性，公平性或独立性。
  - 4.1. 不应为采访或信息付费。如果对方提出付款或其他奖励或补偿的要求，未经主编批准不得达成协议。

- 4.2. 编辑人员不得要求或接受超出正常业务招待范围的任何金钱、旅行、商品、折扣、娱乐或诱饵。如果接受以上任何一项，则必须声明利益冲突（请参阅第5条），并告知主编或直属经理。
5. 披露任何影响或可能影响新闻准确性、公正性或独立性的利益冲突。不要以不正当的方式利用新闻立场谋取私利。
6. 禁止广告或其他商业因素破坏报道的准确性、公平性或独立性。
7. 尽最大努力披露对采访、图片、信息或故事的任何直接或间接付款。
  - 7.1. 所有付费文章和广告宣传都必须标有此类标签。
8. 使用公正、负责和诚实的方式获取素材。在为纸媒或广播媒体进行采访之前，先告知对方自己和澳洲生活网的身份，切勿利用他人的脆弱或对媒体实践的无知而伤害对方。
9. 呈现真实准确的图片和声音。任何可能误导的操作都应予以披露。
  - 9.1. 修图是可以接受的，但是应该只限于提高图片质量的简单操作。
  - 9.2. 在版权允许的情况下，任何为艺术目的进行的裁剪、更改或修图必须清晰地标明原始图片的作者。
10. 不要剽窃
  - 10.1. 在任何时候，都必须对书面文章中使用的任何信息来源给予正确的引述出处。
  - 10.2. 除非在特殊情况下（例如，无法确定出处），并且只有获得主编许可，否则工作人员不得在未署他人名字的情况下复制他人材料。从其他组织获得的印刷材料的来源也应该被注明出处，包括从其他报纸文章中引用的引语部分。记者署名的文章只有在大部分材料都是记者获得时才能署记者名。如果某篇文章包含大量第三方材料，那么这篇文章应该算第三方的。
11. 尊重私人悲伤和个人隐私。记者有权抵制侵犯他人隐私的做法。
  - 11.1. 任何人都不应被迫接受拍照或采访。那些悲伤或丧亲的人必须受到尊重。
12. 尽最大努力纠正错误
  - 12.1. 如果报道中有重大错误或失误引起编辑团队的注意，则必须立即采取措施尽快纠正错误。
  - 12.2. 如果刊物已经被印刷，则必须在下一版中注明更正。对于在线文章，必须立即在线进行修改，并在实际文章下方附有澄清/更正说明。
  - 12.3. 所有编辑人员都有责任一发现错误/失误/偏见/诽谤时，立即向主编报告。
13. 隐私

13. 1. 所有个人，包括公众人物，都享有隐私权。但是，当社会监督符合公共利益时，公众人物有必要牺牲其隐私权。
13. 2. 法律可能会禁止发布敏感的个人信息，例如税务详细信息、家庭法院记录以及健康和福利事项。
13. 3. 编辑人员不得在未经允许的情况下侵犯任何人的私生活。
13. 4. 未经同意，请勿在私人产业上对人物进行拍照或摄像，除非这样做符合公共利益。如果居民要求离开其私人产业，请立即离开。

#### 14. 医院，其他设施

14. 1. 除非获得主编的事先批准，并向相关当局表明自己的身份或获得受影响人员或其中介的允许，否则请勿进入医院、福利机构、殡仪馆、教堂等非公共场所。

#### 15. 儿童（18岁以下）

15. 1. 采访时不应鼓励孩子加入采访，也不应提供好处诱使孩子合作。
15. 2. 没有特别的国家法律建议，请勿在犯罪和法庭报道中提及儿童姓名。
15. 3. 未经学校主管部门许可，请勿在学校内接近儿童。
15. 4. 未经父母或法定监护人允许，不得以任何可识别的角度拍摄儿童照片。

#### 16. 内容限制

16. 1. 不要披露疑似自杀，或跟自杀方法和位置有关的图片细节，除非这样做带来的公共利益明显超过诱导自杀的风险。
16. 2. 不要煽动、美化或弱化自杀、赌博和吸毒成瘾。在新闻收集以及与相关人员的任何联系中保持敏感和节制。在可能的情况下，在此类报道中包含支持小组的求助热线电话。
16. 3. 除非出于公共利益考虑或当局要求，请勿报道有关毒品制造的详细配方或其他有害物质的使用说明。
16. 4. 不要包含任何理性人无法接受的暴力图片内容。
16. 5. 成人内容（18岁以上）不得包含在任何文章中。

### 指导条款

基本价值观经常需要解释，有时会发生冲突。有道德的新闻报道需要根据实际情况做出明智的决策。只有能大幅度提高公共利益或有对民众造成重大伤害的风险时，才可以推翻任何标准。

### 违反守则

主编将对涉嫌违反本原则的投诉进行调查。如果发现编辑人员违反了编辑守则，则可以采取一系列措施，包括进一步培训，正式的绩效管理或解雇。

## 投诉程序

我们鼓励所有澳洲生活网的读者通过以下电子邮件告知我们发生的事实性错误，投诉或提高我们报道质量的建议。电子邮件：[aulivingau@gmail.com](mailto:aulivingau@gmail.com)或致电 1300 638 939

任何对我们的编辑团队处理投诉不满意的人都可以向媒体、娱乐和艺术联盟寻求进一步的解决方案：

该信函应寄给：Chief Executive, MEAA, PO Box 723, Strawberry Hills, NSW 2012 或通过电子邮件 [ceo@meaa.org](mailto:ceo@meaa.org)。一旦 MEAA 首席执行官收到您的来信后，会将其转交给国家道德委员会。

您的投诉必须说明：

记者的名字；

您认为是不道德的行为；

相关文章的副本或网文的网址； 以及

您认为已违反的法规条款。