

## **SET OF RULES**

In order to achieve better efficiency within the project activities, the Centre for investigative journalism SCOOP-Macedonia will work under the principles regulated with these Set of rules. All principles of work for all staff members in the organization will be regulated upon these Set of rules. This is intern document whose aim is to establish previously acceptable rules for work in order for the project activities to be accomplished in professional manner.

### **ETHICS AND PROFESSIONALISM**

The journalists defend the democracy and the public interest with objective informing. This sometimes is opposite to different group or individual interests, including the interests of the authorities, advertisers and sometimes even with the media owners.

**The journalist/s will not create or process deliberately informations that endanger human rights or liberty; will not speak with hate speech and will not encourage violence and discrimination under any grounds (national, religious, gender, social, linguistic, sexual orientation, political..)**

The journalist/s should publish accurate, checked informations and will not hide crucial data or forge documents. If the information of the journalist/s can not be confirmed or in some cases if it is assumption or speculation, the same should be emphasized and published in cooperation with the editor in chief and a lawyer that will also be a part of this project.

The editor and the lawyer shall adduce to the journalist/s if and in which form informations can be published in order to avoid law suit. The accuracy of the informations should be checked as much as possible.

The journalist/s will follow and respect the ethical, cultural and religious differences and varieties in Macedonia.

During the process of realization of the investigative story, the journalist/s will have to provide “the other side” in the story, or in other words, to provide as much as

possible sources to be included in the story.

The journalist/s will respect the state laws and will not publish or hide something that is against the public interest.

The journalist/s working on a specific project will not use the project for publishing or hiding informations in favor of personal interest. In this manner, the journalist/s engaged within these project activities will not use any forms of bribes or corruption forms in personal favor.

Within specific project activities, commercials or other commercial motives will not be allowed to influence the freedom of expression and the freedom of information. The way of informing in case of natural disasters, accidents, wars, family tragedies, diseases and court procedures will be freed of sensationalism.

During informing for court procedures, the principle for presumption of innocence will be respected. In these cases all involved sides will be consulted and possible court outcome will not be suggested.

The journalist/s cannot interview/publish and photograph children up to 16 years old without prior permission from his/her parents or his/her guardians, with exception in cases whereas it is in favor of the childrens' rights. The same will be applicable for people with disabilities, in cases whereas they are not in a position to judge reasonably.

## **EDITORIAL POLICY, GUIDANCE AND PRODUCING**

The journalist/s engaged within specific project activities will act in accordance to professional journalism standard and ethics.

The journalist/s can not publish any content without prior notification to the project coordinator and the editor. The journalist will act upon editors' guidance.

The journalist/s will be solely responsible for the published contents of the investigative story, which will pass the process of legal screening as well as translation.

The journalist/s will act together with the cameraman and other technical staff, such as montage, animator, narrator and translator, all to be guided by the project coordinator, who will be responsible for fulfilling their professional duties within the concrete project activities.

The authors rights for all contents to be published within the specific project activities will be regulated with separate contracts.

## **EQUIPMENT**

The technical equipment consisted of professional and amateur cameras as well as all other equipment that will be given to the camera crew will be responsibility of the cameraman. Any eventual damages caused by the camera crew will be considered as carelessness of the cameraman and will be solved with legal or financial matters. Any eventual damages caused by accidents, or any other third party will be considered as a risk factor, that can not be predicted.