

University of Alberta Students' Union General Elections Gateway Coverage

CODE OF CONDUCT FOR VOLUNTEER CONTRIBUTORS

Governing Individuals Affiliated with the Gateway Student Journalism Society Students'
Union Elections Coverage

BETWEEN:

The Gateway Student Journalism Society

("The Gateway")

An Alberta Society Incorporated Under the *Societies Act*

— and —

(Print Your Full Name)

("You," "Your")

Please read this agreement carefully. It affects your contributions to *The Gateway* and volunteer status, including any existing agreement(s) between you and the Gateway. Do not sign this agreement unless you have read it, understand it, and agree to its terms.

Definitions:

- a) Conflict of Interest: a situation in which the concerns or aims of two different parties are incompatible and/or a situation in which a person is in a position to derive personal benefit from actions or decisions made in their official capacity.

- b) Conflict of Loyalty: a situation when a person's loyalty or duty to another person or organisation could prevent them from making a decision in the best interests of *The Gateway* or its editorial direction.
- c) Campaign Period: as defined by the [University of Alberta Students' Union](#) in Bylaw 2200 and 2250.

Article 1: INTRODUCTION

- 1. This agreement can only be amended by the Board of Directors of The Gateway Student Journalism Society.
- 2. This agreement **must be signed** prior to participating in Students' Union elections coverage with *The Gateway*.

Article 2: SCOPE OF AGREEMENT

- 1. This agreement governs your behaviour during the Students' Union General Election campaign, from the start of the campaign period (all candidates meeting) until the formal conclusion of it (results night).
- 2. This agreement is used in conjunction with the GSJS Gateway Content Copyright Agreement, commonly referred to as "*The Gateway Volunteer Agreement*," alongside [The Gateway Code of Conduct](#), [Gateway Bylaws](#), and [Gateway Standing Operating Policies](#).

Article 3: GENERAL CONDUCT

- 1. You agree to respect the dignity of all people covered in the News and Opinion Section.
- 2. If you have social media, when contributing to elections coverage, you agree to follow ALL candidate profiles on social media and not give any account preferential treatment.
- 3. You will have to make a declaration as to whether you will be a part of the News or Opinion Section Coverage Team.
 - a. You may not contribute to the section of *The Gateway* you are not declared to be part of until the campaign period has ended.
 - b. You cannot attend section meetings the section you are not declared to be part of until the campaign period has ended.
 - c. If you are part of the Opinion Section Coverage Team, you may only consult members of the News Section Coverage Team for fact-checking purposes.
 - d. If you are part of the News Section Coverage Team you cannot publicly endorse or share opinions about any candidate, plebiscite, or referendum.
- 4. You cannot be a member of any campaign team for a candidate.
- 5. You cannot have any major conflict of interest or conflict of loyalty with a candidate, plebiscite, or referendum that you would have known about (ie. in a romantic relationship with a candidate, etc.).
 - a. All potential conflicts of interest and loyalty are to be disclosed as soon as they are known to the Editor-in-Chief who will document the occurrence and make a final determination.

- b. If the campaign has begun, the Editor-in-Chief may reassign you to a different part of the election coverage team or disqualify you from further coverage, depending on the level of conflict of interest or conflict of loyalty.
 - c. Final determinations made by the Editor-in-Chief can be challenged by *The Gateway's* Board of Directors.
6. You agree to ensure the accuracy of your reporting.
 - a. Accuracy is fundamental.
 - b. You agree to remain honest, unbiased, and fair.
 - c. Discovery of a mistake calls for immediate correction. You agree to ensure you notify your immediate supervisor of any potential errors.
 - d. You agree to never assume, and to trust but verify facts, figures, and information presented.
 - e. Ensure to quote sources only with proper context and accurately.
 - f. For Opinion Coverage specifically, you agree to provide clear evidence and argumentation as to why you have arrived at a particular conclusion.
7. You agree to be respectful during all interactions with candidates, plebiscites, and referenda and the members of their respective teams, University of Alberta students, fellow Gateway volunteers and staff members.
 - a. Always show compassion to all people you interview, cover, or write about.
 - b. There will be zero tolerance for any forms of discrimination, defamation, and harrasment.
8. To regard as grave professional offences the following: plagiarism, slander, libel and unfounded accusations.

Article 4: TRAINING

1. You agree to participate in Gateway Elections Coverage Training. Modules must be completed prior to your participation on any Gateway elections published piece of content.
 - a. If you cannot attend a training session, you will inform your respective section editor.
 - b. Training is required in order to be part of the elections coverage team.
 - c. Missed modules will be delivered to you personally, if time permits.
2. Whenever in doubt of something, you agree to ensure you reach out to your immediate supervisor.

Article 5: TERMINATION

1. This agreement may be terminated by either party with 24 hours written notice.
2. Termination may occur because any of the aforementioned code of conduct conditions are not met.
 - a. For code violations that are deemed minor, feedback will always be given on how to rectify behaviour to be in compliance with the agreement.

Your immediate supervisor:

Your declared coverage team:

IN WITNESS WHEREOF, the parties have duly executed this agreement in the City of

Edmonton, in the Province of Alberta, this _____ day of _____, 20__:

Your signature

Editor-in-Chief and Publisher
On behalf of The Gateway

Witness
Print Name: