



Texan News Service

Expectations of Multi Media Journalists

TNS Multi Media Journalists are expected to perform all the duties listed below. If there are issues with fulfilling any of these, consult the executive editor or managing editor. MMJs must agree to follow these expectations:

- Complete one story per week for MMJs working 7 1/2-10 hours.
- Complete two stories per week for MMJs working 10-20 hours.
- Complete at least one video package per month.
- Keep scheduled office hours and maintain a current work log.
- Maintain a professional workplace.
 - Be respectful to all in the workplace. This includes coworkers, editors and advisors. Employees represent TNS at all times and are expected to conduct themselves accordingly.
 - Maintain a clean and organized work space.
 - Though office attire is casual, business casual clothes are required anytime the employee is representing TNS. This includes interviews, covering events and working at TNS events.
- Avoid all conflicts of interests and the illusion of conflicts of interest. (See conflict of interest policy.)

By signing this agreement, you will be held to these standards by Texan News Service and are expected to hold yourself accountable. If these expectations are not met, the first violation will require counseling with an advisor. If a second violation occurs, the executive team and advisors will meet with the employee and decide what next steps need to be taken.

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Conflict of Interest Policy

Per the Society of Professional Journalist's Code of Ethics, TNS employees must "Avoid conflicts of interest, real or perceived. Disclose unavoidable conflicts." Conflicts of interest include, but are not limited, to:

- 1) **Reporting about any team, club, or organization that an employee is or has been a member of or involved in.** For example, the specific organization that an employee belonged to, such as a member of a sports team, cannot report on that team.
- 2) **Reporting on any political organization that the employee has campaigned for** (this includes social media campaigns).
- 3) **Reporting about any situation that a family member, friend, significant other or roommate is involved in.** For example, these people may be used as sources, but an employee cannot write about someone who is involved in the situation.
- 4) **A current member of Greek Life cannot report on any aspect of Greek Life.**

If there is any question about possible conflicts of interest, consult either the managing editor or the executive editor. TNS employees should remember that the illusion of a conflict is as serious as an actual conflict. All employees should make judicious choices to protect TNS's neutrality.



Texan News Service Judicial Procedures

Texan News Service requires its employees to follow TNS policies and expectations of employment. If an employee is found not following policies or meeting expectations, there is a three-step process that will take place.

For a first offense, the employee will meet with the advisor and editor-in-chief or executive producer, depending on the employee's position, for counseling.

For a second offense, the employee will meet with the executive team. The executive team will talk to the employee about the situation and then decide on a course of action. This action can include a probationary period of 30 days, termination, or any action deemed appropriate.

A probationary period will require weekly meetings with the appropriate executive team member to review the work done that week. It will last 30 days and will require the employee to meet all expectations of employment. If the employee fails to do so, it will result in termination from Texan News Service.

Offense can include, but are not limited to:

- Incompletion of required work
- Disruptive behavior or disrespect to other employees
- Actions contrary to Texan News Service's Policies
 - Unethical behavior that does not follow the Society of Professional Journalist's Code of Ethics.