



EDITORIAL AND PUBLISHING GUIDELINES

These guidelines are in addition to those ruling engagement outlined in our Membership Terms and Conditions.

Definitions

"Post" means display, exhibit, publish, distribute, transmit and/or disclose information, Content and/or other material on Our Website, and the phrases "Posted" and "Posting" shall be interpreted accordingly.

"Services" means all the Orana Arts Studio Co!Lab membership services and opportunities available from Our Website, whether free or charged.

"Our Website" means any website or service designed for electronic access by mobile or fixed devices which is owned or operated by us or any member of the Orana Arts. It includes all web pages controlled by us including our social media pages.

Restrictions on what you may Post to Our Website (as per clause 8 of the Membership Terms and Conditions)

8.1 We may, at our discretion, read, assess, review or moderate any Content Posted on Our Website. If we do, we need not to notify you or give you a reason.

8.2 You agree that you will not use or allow anyone else to use Our Website to Post a Content which is or may be:

8.2.1 obscene, offensive, threatening or violent.

8.2.2 sexually explicit or pornographic.

8.2.3 giving the impression that it emanates from us or that you are connected with us or that we have endorsed you or your business.

8.2.4 sending age-inappropriate communications or Content to anyone under the age of 18.

9. Your Posting: restricted

In connection with the restrictions set out below, we may refuse or edit or remove a Posting which does not comply with the Orana Arts editorial and publishing guidelines (as per the following page).

Editorial guidelines

Our editorial guidelines relating to any content developed in any format by Orana Arts for the benefit of our members and audiences includes:

Relevance

1. That the content we generate and publish is relevant to our members and audiences and meets the objectives of the organisation.

Accuracy and clarity

2. That the content we generate is accurate and not misleading.
3. That corrections or other remedial actions will be taken if content is shown to be significantly inaccurate or misleading.

Fairness and balance

4. That the content we generate is fair in its representation.
5. That the content we generate is balanced in its presentation.

Privacy and avoidance of harm

6. We will respect the privacy of those we engage with through our activities.
7. We will avoid causing or contributing materially of offence, distress or prejudice, or that may be a substantial risk to health or safety.

Integrity and transparency

8. We will never publish material gathered by deceptive or unfair means.
9. We will ensure that conflicts of interests are avoided or adequately disclosed, and that they do not influence published material.

Editorial guidelines extend to the use of social media, which includes any online forums moderated by Orana Arts.

Social media guidelines

These are guided by 5 key principles. They apply internally as well as to our members. All social media platforms will be moderated and inappropriate or offensive content, including but not limited to defamatory, derogatory or inflammatory content, will be removed without question. This includes information or images implying illegal conduct.

1. Be honest about who you are
2. Be clear that your opinions are your own
3. Be respectful in all communication
4. Utilise good judgement in sharing only publicly available information
5. Be aware that what you say is permanent (in impact if not presence)

Contact Orana Arts if in doubt about these guidelines or published content.