

## Editorial Policy & Code of Conduct

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### Guiding principles

All editorial decisions are guided by WHPC's mission and vision, and the following guiding principles:

- **Commitment to women:** WHPC strives to operate in the best interests of women
- **Inclusion:** As a member-based organization, we strive for broad-based decision making that reflects the needs and experiences of a global, diverse audience
- **Diversity:** WHPC respects and values differences among our membership and stakeholders, and believes it can benefit from these diverse perspectives.
- **Transparency:** WHPC promotes openness about our processes and policies, particularly about the methods used to take positions on women in HPC issues.
- **Integrity:** Our commitment to providing accurate and relevant information—based on sound science and the best available evidence—is one of our core values. It drives the decisions we make, our conduct, and the issues for which we choose to advocate. We also demonstrate integrity in the way we conduct the business of the organization, ensuring discretion and privacy when appropriate, by declaring any conflicts of interest, and by ensuring that our processes are transparent.

### Editorial Policy

WHPC aims to provide accurate, impartial, well-balanced articles highlighting the benefits of diversity and how to improve the representation of women in HPC.

This policy explains how articles are selected and reviewed, how we distinguish between types of content and how financial and other influences from outside WHPC affect our website and social media, as well as how to contact us to ask a question or comment on our website.

#### 1 About this policy

This policy covers the WHPC website ([womeninhpc.org](http://womeninhpc.org)), its content, and content published by WHPC on Twitter, Facebook and the LinkedIn WHPC group.

#### 2 Editorial policy changes

Minor changes to the policy may occur that will not affect the overall goals this policy is designed to achieve. When the policy changes in a way that significantly affects the way we handle editorial matters, we will clearly draw the attention of our users to the change. We will post policy changes on our website in a timely manner.

#### 3 Editorial Policies

WHPC is committed to providing you with balanced, accurate information. WHPC employees and volunteers with responsibility for social media and the website are responsible for content selection, development and maintenance. These policies have been developed to ensure that all with editorial responsibilities adhere to the highest standards.

We recognise the importance of maintaining a clear separation between our independent editorial content and any materials that are advertising or any content that may be influenced by our sponsors and supporters.

## 4 Editorial Code of Conduct

WHPC expects all staff and volunteers with editorial responsibilities to abide by the following code of conduct and best practice as well as abiding by the WHPC Code of Ethics.

One of the guiding principles of WHPC is to raise awareness of the benefits of diversity, but also the difficulties and occasionally poor practice that takes place. While we believe it is important to share examples of situations that are undesirable and therefore possibly contentious and a source of offence, it is important that all media shared by WHPC adheres to the following principles:

1. Content should, where possible be positive, demonstrating the benefits of diversity and the activities of WHPC and similar organisations.
2. Contributions expressing contentious views
  - a. Content with potentially contentious views should only be published if they have been rigorously tested for accuracy, with a fair chance for response from all interested parties.
  - b. Such contributions should only be shared if they are deemed to be of significant value to the community, contribute to the advancement of WHPC's vision, mission and strategic objectives and provide a positive message on the subject of discussion. The potential for offence must be weighed against the public interest and risk to WHPC's reputation and impartiality.
  - c. Coverage should acknowledge the possibility of offence, and be appropriately robust, but should also be fair and dispassionate.
  - d. Contentious contributions should protect the privacy of those concerned unless agreed by all interested parties.
  - e. Such contributions should always be referred to a senior editorial figure.

## 5 Sources of our Information

All material on our website that we present as our own is either created by us or obtained from individuals or organisations with their permission.

Our content has been evaluated by the WHPC editorial team and all submitted content is reviewed for fair balance and whether WHPC's vision, mission and strategic objectives are met by the content.

Where necessary, content found to be incorrect or out of date is corrected, updated, moved to an archive (where it remains available), or purged. We can use editor's notes to indicate when this has occurred.

## 6 Linking to other sites

We provide company logos or links to other websites throughout our website. These logos and links are not intended to imply that we approve of or recommend these entities to users. Where we are making a recommendation, we clearly state that fact in connection with the logo or link.

## 7 Financial Information and Outside Influence

With respect to sponsorship or other financial relationships, we observe the following principles:

- We will make clear who owns any website we operate, and to the extent that some content on or areas of our website that may be sponsored or controlled by others, we will identify those areas and provide the name of the sponsor. Examples might include an area where a partner offers products or services in a co-branded area of our Web site (like books on transport or a job search feature), or a project-specific area that includes sponsored content from a company with products in that area. We also clearly disclose funding we might have received to support the development of content or features, even when they are under our editorial control. We will disclose any cases where we have placed content on our website because of sponsorship or other support from a third party.

- We may obtain revenues from third parties related to advertising sponsored by others on our website, including advertising revenues, commissions on consumer purchases, fees based on consumer use of links to other websites.
- We do not intend any links to other websites, logos, or marks of other companies, or any co-branding to constitute recommendations unless we specifically indicate that we recommend them.
- For research content on our website, we will clearly disclose the author or source of the material and the date of the material or its last update. Where we present content as the result of case studies, projects or academic research, we will clearly disclose the actual author of the content and others who have had a substantial role in writing, editing or otherwise preparing the material.
- Publication of events: only events run by WHPC, or co-located with a WHPC event are shared under WHPC's events. We may choose to publish information about other events on the WHPC blog, in the WHPC newsletter or via social media, if we believe it contributes to the vision and mission of WHPC.

## Feedback

We welcome any comments, questions, or complaints you have about this editorial policy or our Web sites. Please feel free to contact us by sending an email to [info@womeninhpc.org](mailto:info@womeninhpc.org).