Complaints Procedure:
Should you receive any complaints on anything you publish you will need to follow this procedure:

- Do not respond
- Temporarily remove the piece
- Alert the student media coordinator
- Send it to David Banks
- If he gives it the green light
  - Republish it
- If he says you need to edit it
  - Make any changes
  - Follow any apology procedure he sees as necessary
  - Republish once he has given the green light
- If he says you cannot repost it – do not repost it