



POLICY Harassment & Discrimination

PURPOSE - It is the obligation of Wiley to provide a safe working environment, free of harassment and victimisation, discrimination, bullying, and workplace harassment. This document outlines Wiley's policy on the unacceptable behaviour.

SCOPE - This policy applies to Wiley employees, contractors, subcontractors, consultants and visitors.

RESPONSIBILITY - Leaders, managers, employees, subcontractors and consultants must comply with this policy.

Responsibilities of leaders and managers

Leaders and managers must ensure that the workplace is free from of sexual harassment, victimisation, discrimination, bullying and workplace harassment.

Responsibilities of employees

Wiley requires all employees to behave responsibly by complying with this policy, to promote conformance to this policy, maintain privacy during investigations and to immediately report incidents of non-compliance with this policy to your leader or any member of Management.

METHODOLOGY AND CONSIDERATIONS

Sexual harassment and victimisation

Sexual harassment and victimisation is considered an unacceptable form of behaviour that violates the Wiley values and mission and will not be tolerated under any circumstances.

Sexual harassment is any behaviour of a sexual nature that is unsolicited, unwelcome or unreciprocated, and that humiliates, offends, embarrasses, intimidates or otherwise causes distress to another person where a reasonable person would have anticipated that conduct would be offensive, humiliating or intimidating.

Victimisation is conduct that makes an employee suffer a detriment. A person will subject another person to a detriment if he or she engages in conduct where the employee feels uncomfortable, isolated, unwelcome, intimidated or insecure.

Discrimination

Wiley shall not discriminate against an employee, customer, client, applicant for a job, visitor to the workplace, contractors, subcontractors or consultants on the basis of but not limited to that person's: sex, sexual orientation, race, disability, age, family responsibilities as a carer, pregnancy, political opinion, religious belief, marital status, or social origin.

Discrimination includes the following types of actions:

- Treating a person less favourable as a result of personal characteristics (any of the things listed above); and/or
- Imposing a condition on a person, where that condition appears to treat everyone the same but has a disproportional effect on the person as a result of one of the things listed above.

Bullying

Workplace bullying is repeated, unreasonable, and unwelcome behaviour directed towards an employee or group of employees that creates risk to their health and safety.

Any mention of bullying (be it use of the word, a report or complaint against another party) shall be addressed to ensure the health and safety of the person to continue their work in a safe environment.

Workplace harassment

Harassment is unwanted behaviour that offends, humiliates or intimidates a person, and targets them on the basis of a characteristic such as gender, race or ethnicity.

A person is subjected to workplace harassment if they are subjected to repeated behaviour by a person that;

- is unwelcome and unsolicited; and
- the person considers it to be offensive, intimidating, humiliating or threatening; and
- a reasonable person would consider to be offensive, humiliating, intimidating or threatening.

Actions that are not workplace harassment and discrimination

Legitimate and reasonable management actions and business processes, such as, actions taken to transfer, demote, discipline, redeploy, retrench or dismiss an employee are not considered to be workplace harassment, provided these actions are conducted in a reasonable way.

Breaches of this policy

Any employee or contractor found to be in breach of this policy shall be subject to disciplinary action in accordance with the employee's or contractor's contract of employment.



Robert Barron | Wiley - Chief Executive Officer