



## **POLICY** Equal Employment Opportunity Policy

<b>Purpose</b>	It is the obligation of Wiley to provide a safe work environment and to provide equal employment opportunities free from discrimination.
<b>Scope</b>	This policy applies to Wiley employees, contractors, subcontractors, visitors and prospective employees.
<b>Responsibility</b>	Leaders, managers, People and Development and employees have responsibility for this policy.

### **METHODOLOGY AND CONSIDERATIONS**

#### **What is equal employment opportunity?**

Equal employment opportunity aims to ensure fair and equitable outcomes in all areas of employment which relate to recruitment, selection and management of employees. It includes ensuring that prospective employees and employees are treated on their merits, without regard to factors that are not applicable to their position. Employees are valued according to how well they perform their duties and their ability and enthusiasm to maintain the Wiley standards and culture.

Discrimination must not be made:

- in the arrangements made for deciding who should be offered work; or
- in deciding who should be offered work; or
- in the terms of work that is offered; or
- failing to offer work; or
- in any variation of the terms of work; or
- in denying or limiting access to opportunities; or
- in dismissing a worker; or
- by treating a worker unfavourable in any way in connection with work.

#### **What is discrimination**

Please refer to the Anti-discrimination Policy.

#### **Actions that are not discriminatory**

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 discriminatory, provided these actions are conducted in a reasonable and lawful way.



### **Effects of harassment on people and the business**

Discrimination undermines proper working relationships and can have legal implications as well as low morale, absenteeism, and resignations.

### **Responsibilities of team leaders and managers**

Team Leaders and managers must ensure that all employees and prospective employees are treated equitably and are not exposed to discrimination. Employees in a management position are required to personally demonstrate appropriate behaviour and treat complaints seriously. They must also ensure that people who make complaints, or are witnesses, are not victimised themselves and that all information surrounding queries and complaints is kept confidential.

### **Responsibilities of employees**

Wiley requires all employees to behave responsibly by complying with this policy, to not tolerate unacceptable behaviour, to maintain privacy during investigations and to immediately report incidents of discrimination to your Team Leader or any member of Management that you feel comfortable with.

### **RELATED DOCUMENTS**

Policy – Anti-discrimination Policy

Procedure – Delegation of Authority

Procedure – Workplace Grievance Procedure

**Suzie Wiley** | Managing Director