



POLICY Professional Standards

***This document incorporates aspects of, and should be read in conjunction with, the Wiley Code of Conduct, Values and Codes.** Wiley promote and expect all team members, consultants, subcontractors and suppliers to demonstrate behaviour that is lawful and represents Wiley culture through its values and codes. It is the aim of these standards to provide a work environment regardless of location that is physically and psychologically safe and one where all Wiley team members, consultants, subcontractors and suppliers take on the responsibility to respect each other equally and act honestly in their decision making and actions.

Inclusion

Wiley is committed to fostering a workplace that is inclusive of difference. Regardless of sex, age, religion, race, colour, domestic status, disability, caring responsibilities, sexual orientation, pregnancy, political opinion or social origin, any person who works for and associates with Wiley shall not be treated less favourably than any other person.

Employment decisions and negative behaviour that are made on the basis of the above are not acceptable. Examples of these decisions and behaviour are:

- Allocating tasks and activities on factors other than the inherent requirements of the task and activity
- Failing to provide equal development opportunities
- Sharing or making visual material that may be deemed as offensive to any member of the Wiley team
e.g. posters, magazines, computer images
- Making or participating in inappropriate jokes or comments
- Offensive communication both written and verbal
- Offensive gestures or actions
- Isolating a person or people.

General workplace behaviour

Wiley employees, consultants, subcontractors and suppliers are expected to interact with any other person in a respectful, professional and courteous manner. All Wiley team members, consultants, subcontractors and suppliers are to act responsibly in an effort to maintain a harmonious and productive workplace.

When working with others, Wiley team members, consultants, subcontractors and suppliers are expected to;

- Ensure all activities are undertaken in a safe manner
- Have due regard for the rights and dignity of others
- Use language and gestures that does not offend, intimidate or threaten others
- Refrain from starting or engaging in gossip type conversations
- Follow all reasonable instructions given to you from your Leader
- Maintain confidentiality regarding personal and commercial matters
- Behave ethically.

All Wiley team members, consultants, subcontractors and suppliers should expect to be treated respectfully and fairly. If any person believes these standards are not being met, they are encouraged to confidentially discuss with their Manager and the People Team. Everyone is entitled to have a say and raise any issues or concerns, all managers need to respect this and ensure they listen and respond accordingly without judgement.

Failure to meet these standards may result in disciplinary action and / or removal from Wiley workplaces