



## **POLICY** Equal Employment Opportunity

**PURPOSE - Wiley shall provide a safe work environment and provide equal employment opportunities free from discrimination.**

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

**RESPONSIBILITY** - Leaders, managers, 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, management and selection 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 Wiley standards and culture.

Wiley shall not discriminate on the basis of:

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

**What is discrimination** - Discrimination is defined for the purposes of this policy in Wiley's Harassment and 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.

**Responsibilities of employees** - Wiley requires all employees to behave responsibly by complying with this policy, to be intolerant of unacceptable behaviour, to maintain privacy during investigations and to immediately report incidents of discrimination to your Team Leader or any member of Management.



**Robert Barron** | Wiley - Chief Executive Officer