

# WILEY

## **Business Continuity and Disaster Recovery Policy**

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## **1. Introduction**

### **1.1. Policy Purpose:**

The purpose of this document is to provide an overview of the John Wiley & Sons, Inc. (Wiley) Global Business Continuity Management Program.

### **1.2. Overview:**

Wiley maintains global Business Impact Analysis (BIA's) and Business Continuity Plans (BCP's) for business functions globally. The BIAs identify risks and impacts to the business function processes. BCP's outline the procedures for the restoration of critical business processes if various resources are unavailable, including the loss of a building, loss of access to a building, loss of technology, loss of staff and loss of third-party vendors.

As part of the planning and maintenance process, Wiley updates the Business Impact Analysis for any significant changes within the organization.

Wiley conducts a comprehensive review of the business function BCP's annually. The purpose of the review is to identify any changes in the functions or operations and ensure that these and any other updates identified since the previous review have been captured.

Wiley tests Business Continuity Management plans annually as a key component of its Business Continuity Management program.

The objective of the BCP is to minimize business disruption and negative impact on Wiley's clients. The execution of the plan will facilitate the continuation of vital business processes and the orderly resumption of normal business operations. The outage duration may be a few days, weeks or over a year (e.g., a pandemic).

Global and Regional Crisis Management Teams have been identified for continuous monitoring of global events which may impact Wiley's ability to continue normal business operations.

### **1.3. Core Business Continuity Management Program Objectives:**

It is the intention of Wiley to provide critical support to business operations in the event of a major business interruption to:

- Assist with the safety and well-being of all Wiley staff
- Limit business interruptions and restore all critical processes according to the BCP, enabling continued business functionality

- Provide the necessary framework for the business continuity management program, including decision making, internal and external communications, issue escalation and resolution

## 2. Revision History:

### Document Properties

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