
Bullying and Harassment

AstraZeneca
Global Standard



Key Principles

- We are all responsible for making sure our workplace is productive and safe, free of hostility.
- Bullying or harassment based on protected characteristics is discrimination. We do not tolerate or condone it under any circumstance.
- We should be active bystanders. Anyone who experiences or witnesses bullying or harassment has a duty to report it.
- We take reports of bullying and harassment seriously and investigate them thoroughly and objectively.
- We take action against anyone who bullies or harasses others, no matter the role or seniority of the offender.
- We do not tolerate retaliation against anyone who reports bullying or harassment in good faith.

Why It Matters

We want AstraZeneca to be a great place to work where everyone feels respected, supported, and safe. We protect our people and treat each other with dignity, supporting an inclusive workplace to free our diverse, uniquely talented employees to drive innovation and perform our best.

Demaneing behaviours like bullying and harassment have no place in our company and are not tolerated under any circumstance.

What You Need To Know

Bullying is malicious, intimidating or insulting behaviour involving an abuse of power that can make another person feel vulnerable, humiliated, undermined or threatened. It is targeted and persistent mistreatment of a person physically or emotionally. "Abuse of power" does not always refer to someone in a position of authority—it can also mean personal strength and the capacity to coerce through fear or intimidation.

Harassment is unwanted physical, verbal or non-verbal conduct that has the effect of violating another person's dignity or creates an intimidating, hostile, degrading, or humiliating environment for them. Allegations of bullying and harassment will be assessed objectively. All the relevant facts and circumstances will be considered , including context, intent and impact.

What is not bullying or harassment?

Reasonable management action carried out in a professional manner is not bullying or harassment. This includes (but is not limited to):

- Expressing opinions in a respectful way
- Offering constructive feedback, guidance or advice about work matters
- Reasonable action taken by a manager to deal with performance, assign work, or take justified disciplinary action

What is bullying and/or harassment?

Specific legal rights and penalties vary from country to country, but certain types of behaviour may amount to bullying and/or harassment. Some examples are:

- Intimidation, aggression and threats
- Physical violence or abuse
- Undermining or deliberately impeding someone's work
- Circulating negative rumours or gossip
- Deliberately isolating someone at work or at social events
- Removing responsibilities without reasonable justification or explanation
- Deliberately setting someone up to fail (for example by setting impossible deadlines)
- Withholding information without a legitimate reason or deliberately giving false information
- Offensive communications, whether verbal or written
- Unwarranted criticism or belittling of opinions, particularly in front of others
- Unwarranted blocking of training, holidays or promotions
- Tampering with equipment or belongings

Our Responsibilities

- **We are all responsible for making sure our work environment is safe and free of hostility. Each of us should role-model respectful, courteous and inclusive behaviour.**
- **We do not subject anyone to behaviour that makes them feel vulnerable, humiliated, undermined, threatened, degraded, or intimidated, and we do not overlook such behaviour by others.**
- **Legitimate, reasonable and constructive assessment of performance or conduct is not bullying or harassment.**
- **If you have been bullied or harassed (in the office, in the field, or anywhere else we work) speak up and report it. If you have witnessed bullying or harassment, be an active bystander - you have a duty to report it.**
- **Raise the issue to your line manager or your manager's manager. If you are uncomfortable with that for any reason, contact your Human Resources, Legal or Compliance representative. If you feel more comfortable contacting someone outside of the company, report the complaint through AZethics.com. Provide as much supporting information as you can (locations, dates, times, witnesses, emails, and/or messages) so that AstraZeneca can thoroughly investigate your concern and take appropriate action. If a complaint is raised without enough detail to enable a reasonable investigation, such information will be requested and must be provided before the investigation begins.**
- **AstraZeneca does not tolerate retaliation against anyone who raises a concern about bullying or harassment in good faith.**
- **Confirmed offenders will face serious discipline, whether they are employees, management, customers, or anyone else. In the case of employees, this means up to and including termination. As a minimum, employees will receive a formal warning, subject to local legislation.**
- **AstraZeneca expects managers and supervisors to demonstrate commitment to a positive workplace environment, role-model respect for everyone, and deal quickly and effectively with inappropriate behaviour.**
- **All new starters to AstraZeneca are assigned global mandatory training to help them understand what we mean by bullying and harassment. Mandatory training on bullying and harassment is also assigned on a biennial basis for all global employees reminding them of this important standard. It is the responsibility of everyone to ensure their training is completed.**