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# Bullying and Harassment

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AstraZeneca  
Global Standard



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## 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.
- Anyone who experiences or witnesses bullying or harassment has a duty to report it.
- We take reports of bullying or harassment seriously and investigate them thoroughly and objectively.
- We take action against anyone who bullies or harasses others, no matter the level or role of the offender.
- We do not tolerate retaliation against anyone who reports bullying or harassment in good faith.

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# 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.**

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

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# 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. Harassment also includes the use of pronouns inconsistent with an individual’s gender identity or gender expression. Harassment may be a single incident or a series of incidents.

While specific legal rights and penalties vary from country to country, certain types of behaviour are never acceptable anywhere at AstraZeneca. For example—

- **Verbal abuse or comments that belittle people**
- **Unwelcome and hurtful jokes**
- **Direct or subtle threats**
- **Offensive gestures**
- **Ignoring or isolating a person**
- **Aggressive physical behavior.**

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# 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, by itself, bullying or harassment.**
- **If you have been bullied or harassed (in the office, the field or anywhere else we work), speak up and report it. If you have witnessed bullying or harassment, you have an equal 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](https://www.astrazeneca.com/azethics). 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.
- All reports will be treated seriously and investigated thoroughly, helping secure a fair and safe workplace for all of us.
- 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, up to and including termination.
- **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.**