



**William
Arlington/HR/Hoboken/Wiley**
Sent by: Donna
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To All at Charlottesville, All at Cleveland, All at Dekalb, All at
Field, All at Hoboken, All at Hoboken2, All at Hoboken3, All
at Hoboken4, All at Hoboken5, All at Indianapolis, All at
cc
bcc
Subject Blogging Policy

Attached, you will find an official Blogging Policy for all colleagues who use a blog to communicate information related to publishing or their role at Wiley.

A blog (short for “weblog”), is an online journal that allows the user, or “blogger,” to write on any topic they wish and publish instantly to the web. Blogging has proliferated in recent years, and has become a popular tool for the dissemination of ideas and information. It is important to adhere to the attached guidelines so as to avoid any improper communications about the company. Please contact your manager or Legal Director if you have any questions regarding the Blogging Policy.



4-0610 (Blogging-Local).doc

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Policy No. 4-0610

BLOGGING

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Issued: 8/22/06

Revised:

4-0610 POLICY

This policy is intended to provide guidelines necessary to maintain the security, integrity and proprietary rights in information communicated via a Web log (“blog”) and to reduce the Company’s risk of adverse consequences resulting from improper blog communications.

-0611 SCOPE

This policy applies to all colleagues worldwide who use a blog to communicate information related to publishing or their role at Wiley.

-0612 RESPONSIBILITY

Colleagues who choose to create or participate in a work-related blog are expected to exercise good judgment and comply with all applicable laws, security regulations and company policies including but not limited to copyright, trademark, harassment, defamation, confidentiality and proprietary rights, solicitation, Internet and E-Mail usage. Staff members are expected to respect their audience and their colleagues in all communications and to refrain from making negative or inflammatory statements. (See Policies 4-0100: Business Conduct and 10-0100: Public Relations and Dissemination of Corporate Information.)

-0613 PROVISIONS

.1 Blogging

Colleagues may maintain publishing-related Web sites or Web logs in accordance with this policy, provided such activities do not interfere with their Wiley commitments. (See Policies 4-0500: E-Mail Usage and 4-0600: Internet Usage.)

.2 Disclaimer

Colleagues are required to include the following disclaimer, or a similar disclaimer, on their blog: “The opinions expressed here are my own and are not those of my employer. This blog is not sponsored by or endorsed by my employer.” Colleagues assume full responsibility and liability for all actions arising from their blog.

.3 Confidentiality

Colleagues who publish or post to blogs must do so responsibly and may not disclose any confidential or sensitive information regarding the Company’s projected growth, sales, profits, income and related data; future products, services or alliances; details of business relationships with authors, partners, customers, vendors and other third-parties; business plans or prospects; or any other proprietary information.



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.4 Harassment

Wiley is committed to providing a harassment-free workplace, and this extends to blog communications as well. (See Policy 2-0300: Sexual Harassment.)

.5 Trademarks and Logos

Colleagues must refrain from using Wiley trademarks in domain names and Wiley logos in the body of their blog.

.6 Monitoring

The Company monitors use of its computers and the Internet, including blogging. Colleagues should have no expectation of privacy with regard to such activities. The Company reserves the right to delete from its Web site, files and computer systems any unauthorized materials it may find at any time without notice.

.7 Violations

Violations of this policy may result in discipline up to and including termination of employment.