



Purpose

To provide clarity regarding professional advice in order to avoid litigation by external parties.

General information

Wolters Kluwer does not, as part of its business services, provide legal, accounting, professional or other advice. The important disclaimer appearing prominently on each Report Summary and at the beginning of each volume of every reporting service makes this point very clearly.

As part of this commitment employees must not, in the course of their employment or on a personal basis during their work hours, give anything that could be construed as professional advice to another person.

This policy supersedes all previous Business Practices Policies at Wolters Kluwer.

Giving professional advice

Many employees of Wolters Kluwer have legal or other professional qualifications. A number of employees also, in the course of their employment, specialise in particular areas of law and have expertise in those areas that prompt others (such as fellow work colleagues, friends or organisations with whom these employees are affiliated) to seek their assistance in dealing with personal problems.

Wolters Kluwer does not provide professional advice as part of its services and, consistent with this, Wolters Kluwer employees must not provide professional advice in the course of their employment. An individual who is provided with professional advice may rely on it to his/her detriment and subsequently pursue proceedings for damages.

Definition of advice

The term "advice", as used in this policy, encompasses such things as:

- ❖ offering a recommendation or opinion about a matter;
- ❖ re-drafting or reviewing documentation (for example, contracts or letters);
- ❖ providing information to a person about a particular matter; or,
- ❖ offering to assist a person in handling or responding to an issue.

Examples of behaviour that may constitute the provision of professional advice and, as a result, breach this policy might be:

- ❖ reviewing a co-worker's employment contract and advising them as to the appropriateness of the terms; or,
- ❖ providing a friend with your opinion as to the tax implications of a particular investment.

Consulting and discussing questions that arise in connection with the preparation of Wolters Kluwer publications with fellow work colleagues does not constitute the giving of professional advice and continues to be encouraged by Wolters Kluwer.

Employee responsibilities

As an employee of Wolters Kluwer you must not provide, or convey the impression that you are providing legal, accounting, professional or other advice to individuals either in the course of your employment with Wolters Kluwer or on a personal basis during work hours. The provision of such advice is not part of the duties of any employee at Wolters Kluwer, including those involved in any of our Q&A Services.

If an employee assists someone during their own personal time and provides professional advice to him/her, Wolters Kluwer will not associate itself with nor take responsibility for, that employee's actions or the advice provided. In fact, Wolters Kluwer will not defend the actions of any employee who has given, or purported to give, professional advice to another (regardless of whether the advice is provided in the course of the individual's employment with Wolters Kluwer or during their own personal time) nor will it indemnify an employee for the costs of any such legal action that may be pursued against the individual.

Contraventions of this policy constitute a disciplinary offence and serious or repeated breaches may lead to the termination of your employment.

Further information

For more information on Business Practices, or if you require clarification in relation to any aspect of this policy, please consult with your line manager.

Date of last review:	19 March 2010
Applies to:	Wolters Kluwer Australian staff