

# DIAGEO



## EMPLOYEE ALCOHOL Global Policy

## Championing responsible drinking among our employees is core to our business

### Our commitment

At Diageo, we are proud of what we do and our much-loved brands are enjoyed by people all over the world. Responsible drinking is core to our business, and it starts with our employees. Diageo wants to help ensure that those employees who choose to drink alcohol do so responsibly as part of a balanced lifestyle. Moreover, as ambassadors for Diageo, our employees can help us achieve our ambition to become one of the most trusted and respected consumer products companies in the world by promoting responsible attitudes to drinking, both inside and outside Diageo. In contrast, if our employees drink irresponsibly, they not only risk Diageo's reputation but, more importantly, their own health and safety.

### Principles

#### Alcohol and the workplace

All employees must ensure that their judgement and performance at work are never impaired by alcohol. This is especially important for those whose jobs involve activities which could have a significant impact on their own or others' safety. Employees must ensure that the safe performance of their duties and their behaviour is never compromised by the consumption of alcohol, and they never put themselves or others at risk.

For safety reasons it will be appropriate that some Diageo locations apply a zero tolerance approach to alcohol consumption in the workplace.

#### Employee education

Our purpose is to 'celebrate life every day everywhere' and we encourage our employees and consumers to celebrate responsibly. We are committed to ensuring that our employees understand the nature and effects of drinking alcohol and we expect all employees to educate themselves in this area. Through DRINKiQ we raise awareness about responsible drinking and help inform responsible choices about drinking or not drinking. We promote DRINKiQ.com on all Diageo labels, and the DRINKiQ training course is available to all our employees.

#### Support for employees

If an employee has difficulty drinking responsibly or is concerned about their drinking, then we strongly encourage the individual to seek medical advice or counselling from, for example, their occupational health centre. We will provide support to any employee who has an alcohol-related dependency problem which may be identified by the employee, by a colleague or a manager.

## Q&A

Last weekend I was pulled over for driving over the legal limit, and I was arrested. What should I do?

*You must report any alcohol-related offence and/or arrest to your manager. Diageo expects employees to abide by local legal drink-driving limits, and to drink responsibly in countries where no local drink-driving legislation exists. Drinking when driving can jeopardise the safety of you, and others, and it can also damage Diageo's reputation.*

## Alcohol-related offences

All employees are expected to cooperate and must report any alcohol-related offence, and/or alcohol-related arrest to their manager. Our first concern is always for the wellbeing of our employees and the support we can offer, especially to avoid any recurrence, and we will seek to provide guidance or counselling. However, any alcohol-related offence and/or alcohol related arrest presents a risk to Diageo’s reputation and is considered a breach of this policy which may result in disciplinary action, up to and including dismissal. Cases will be treated individually based on the circumstances, and local laws and procedures will always be respected. More detailed guidance is available through the HR function.

Diageo expects employees to abide by local legal drink-driving limits, and to drink responsibly in countries where no local drink-driving legislation exists. We expect our general managers to put appropriate arrangements in place so that all their employees, especially sales staff, can operate effectively, without putting themselves or others at risk. Employees should never feel that their job makes it difficult for them to avoid drinking and driving.

We fully respect the legal drinking age in all markets and do not condone the purchase or consumption of alcohol by any employees under the legal drinking age.



Double F1 World Drivers’ Champion **Mika Häkkinen** has been the JOHNNIE WALKER® Global Responsible Drinking Ambassador since 2006 . Since then, he has visited over **40** countries and **1.4 million** consumers have joined the pact to “**Never Drink and Drive**”.

## Scope of this policy

This policy applies to all Diageo employees and employees of subsidiaries and joint ventures where Diageo has a controlling interest. It also covers agency workers and contractors acting on Diageo’s behalf or working on Diageo sites. In joint ventures where Diageo does not have overall control, the leaders and managers of those businesses are strongly encouraged to adopt the same or similar standards.

## Responsibility

Every employee is responsible for making sure that they drink alcohol responsibly and uphold Diageo’s position on responsible drinking. Every employee should comply with this policy as well as with our Code of Business Conduct. They must also abide by all laws and regulations in their local market. People managers are expected to ensure that employees receive the guidance, resources and training they need to enable them to comply with this policy.

## Q&A

**I have been drinking a lot. I am worried that I may have a problem with alcohol and I am concerned that it is impacting my health and performance at work. Who can I talk to?**

*You should seek medical advice or counselling from, for example, your occupational health centre.*

*If you feel comfortable, you should discuss the matter with your manager or your local HR team who can refer you for support.*

*Diageo will provide support to any employee who may have an alcohol-related dependency problem.*

## Monitoring

Any breach of this policy is also considered to be a breach of our Code of Business Conduct and should be reported promptly through one of the routes described in the Code. Employees can also discuss concerns with their people manager or make a confidential report through SpeakUp.

Breaches of this policy will be dealt with in accordance with the Breach Management Global Standard, Diageo Investigations Guidelines and local disciplinary policies, as permitted by law.

### How does this policy apply to me?

All employees should promote responsible drinking. While not all employees choose to drink alcohol, if you choose to drink, you must:

- Drink alcohol responsibly as part of a well-balanced lifestyle
- Ensure alcohol never affects your judgement and performance at work
- Comply with locations that have zero tolerance approach to alcohol in the workplace
- Take part in relevant training initiatives, such as DRINKiQ
- Seek medical advice or counselling if you are concerned about your alcohol consumption
- Obey any alcohol-related legislation, including laws, local legislation and local policies
- Abide by local legal drink-driving limits, and drink responsibly in countries where no local drink-driving legislation exists
- Not condone underage drinking
- Report any alcohol-related offence, and/or arrest to your manager

## Further information and contacts

For further information and support related to this policy, please contact your local HR team. The Global Risk and Compliance team is available to provide help and guidance on all issues relating to our Code and policies.

For further information on responsible drinking choices, please visit

**DRINKiQ.com**

This policy was last reviewed and updated in **July 2015**

## Q&A

**Last night, we had a big event for the launch of a new brand. One of my colleagues drank a lot and said some inappropriate things to me. I'm feeling uncomfortable, what should I do?**

*You should talk to your manager or a member of your local HR team. All employees are expected to drink responsibly and not let alcohol impair their judgement. Your local HR team will look into the matter and ensure all employees are complying with our Code of Business Conduct.*