

DIAGEO



*Health,  
safety &  
wellbeing*

GLOBAL POLICY

UPDATED JULY 2023

By continuously improving on our health, safety and wellbeing culture, we can deliver sustainable, best in class performance.

## Who does this apply to?

- ✓ Diageo is committed to protecting employees and others such as on site contractors, visitors and neighbours from health and safety risks associated with our activities.
- ✓ All Diageo locations including supply sites, offices, warehouses, visitor and technical centres and commercial facilities.
- ✓ As part of our Partnering with Suppliers Standard, we expect our suppliers and partners to have a clear health and safety policy statement in place as a minimum requirement.



## Our commitment

"In becoming one of the best performing, most trusted and respected consumer products companies in the world, Diageo is committed to ensuring the health, safety and wellbeing of all employees, contractors and visitors. A core component of this is brought to life through Diageo's WASH (Water, Sanitation and Hygiene) Pledge and commitment to ensure everyone across our value chain has access to safe water, sanitation and hygiene facilities every day, everywhere. Our goal is to implement best practice global company policies, standards and procedures across every area of our business. We all have a part to play in our own and others health, safety and wellbeing – think about how you can play a role in supporting our ambition of preventing workplace accidents and illnesses across our entire business and operations."

**Ewan Andrew**, President, Global Supply Chain and Procurement

## Context

Diageo is committed to protecting our employees and others such as our contractors, visitors, the environment and the communities in which we operate from health, safety and process safety risks associated with our activities. Process Safety refers to the plant, equipment, procedures and training that prevent catastrophic incidents as well as near misses.

Our goal is to create a world class culture by creating a proactive health, safety and process safety culture where all occupational injuries, illnesses, process safety specific events are foreseeable and preventable. We expect everyone to act in a manner that demonstrates their personal commitment.

Whilst this policy is focused when people are at work, we continue to educate and train people for broader societal improvement in health, safety and wellbeing.



## Life saving rules

### Severe & Fatal Incident Prevention (SFIP) Programme

Our stated aim as part of our Health, Safety & Wellbeing Policy is to ensure that "everyone goes home safe every day, everywhere" no matter whether that person works on a site, in an office or is on the road.

#### 1 Life saving rules



##### Driving on roads

I will consistently use defensive driving techniques.

#### 2 Life saving rules



##### Falls from height

I will use fall protection when working at heights over 2m or localised equipment.

#### 3 Life saving rules



##### On site traffic

I will be observant of any vehicle traffic movement at all times.

#### 4 Life saving rules



##### Confined space entry

I will only enter a confined space with the required training and appropriate safe system of work in place.

#### 5 Life saving rules



##### Hazardous energies

I will isolate and verify isolation before working on any plant and equipment (Lock Out /Tag Out & Check).

#### 6 Life saving rules



##### Electrical systems

I will only work on electrical equipment if trained and authorised to do so.

#### 7 Life saving rules



##### Process safety

I will improve my capability to identify and report process safety precursors.

#### 8 Life saving rules



##### Asphyxiating & Toxic gases

I will only use equipment or substances I am suitably trained to use.

#### 9 Life saving rules



##### Lifting equipment

I will risk assess all loads before using lifting equipment.

#### 10 Life saving rules



##### Management of change

I will consider the health & safety impact of change to processes, equipment or people before carrying out the change.

#### 11 Life saving rules



##### Management of Contractors

I will stop any contractor working unsafely



## Core principles of the policy

**We will train and motivate** our people to conduct activities in a safe, healthy and responsible manner. This will include encouraging our people to take proactive steps to prevent injuries, illnesses and support their physical, mental and emotional wellbeing.

**We are committed to making continual improvements in our Health, Safety & Wellbeing Policy management and performance** and will monitor our progress against best practice to ensure this. We will provide a framework for measuring performance and ensuring continuous improvement by setting, auditing and reviewing health and safety and wellbeing objectives and targets.

**We remain committed to complying with relevant legislation** relating to occupational health and safety, codes of practice and Diageo's Global Risk Management Standards and procedures.

**We are committed to promoting a sustainable work life balance** to help support and maintain the long term health, wellbeing and resiliency of our employees.

**Health and Safety Data Assurance & Reporting**  
Occupational Health and Safety information will be included in our annual Sustainability and Responsibility report.

## Policy governance

The President, Global Supply Chain and Procurement is the Executive Committee member nominated as the Diageo Health, Safety & Wellbeing champion. Members of the Diageo Executive Committee and our Senior Leadership will be responsible for implementing this Policy within their respective organisations. They are accountable for its outcome and will specify those responsible for implementing the Policy at all levels, including senior managers and front-line managers.

The Diageo Executive Committee will ensure policies are documented, communicated, implemented and maintained, at all levels of the organisation, that clearly place health, safety & wellbeing as a responsibility of all levels of management from the most senior executive to front line supervision.

The most senior person on site is ultimately accountable for the health, safety and wellbeing of Diageo employees, contractors and visitors at that location, regardless of function or reporting line. All levels of line management are responsible for making sure that resources are available to implement the health, safety and wellbeing Global Risk Management Standards and procedures and ensure that we are all able to comply with these. These standards and procedures define the minimum requirements that Diageo businesses are expected to meet while still ensuring compliance to local legislation.





## Where to get more information

- ✓ For further information, please contact your local Occupational Health & Safety representative or access Diageo's global health and safety resources (see links below):

<https://diageo.sharepoint.com/sites/GlobalHealthandSafety/SitePages/Global-Health-and-Safety.aspx>

<https://diageo.edcast.com/channel/global-healthsafetyglobal-healthsafety>

- ✓ Any employee seeking further information on wellbeing should access Diageo's wellbeing resources (see links below):

<https://diageo.sharepoint.com/sites/MosaicHome/SitePages/Wellbeing%20Philosophy.aspx>

<https://diageo.edcast.com/channel/new-wellbeing>

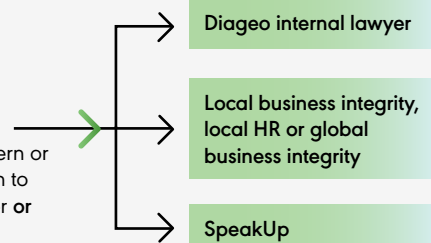


## How to report a breach

Any breach of this Policy is also considered to be a breach of the **Diageo Code of Business Conduct** and should be reported promptly.



You can report a compliance concern or any actual breach to your line manager or



Breaches of this Policy will be dealt with under the **Breach Management Global Standard**, the **Diageo Investigation Guidelines** and local disciplinary policies.

All employees, contractors and visitors are encouraged to challenge risk-taking behaviour and report breaches in health, safety and wellbeing ways of working.

## Data privacy considerations

All documentation and records generated such as through incident management processes, must be created and secured in accordance with our **Data Privacy Global Policy** and our **IM&S Global Policy** with particular attention paid to data minimisation and physical, organisational access and technical security controls at all time for such data in transit and at rest seeking advice from your Diageo internal supporting lawyer as appropriate.

## Monitoring

All locations shall have a health, safety and wellbeing Policy and documented Management systems that are appropriate to the hazards and risks associated with their business activity. Performance will be monitored against our Health, Safety and Wellbeing Global Risk Management Standards (GRMS), as well as the Severe & Fatal Incident Prevention protocols. All locations will have an assessment process in place to review and evaluate compliance to these standards on a regular basis.







## Key things to remember

- ✓ **Ensure** required health, occupational and process safety and wellbeing training has been completed;
- ✓ **Understand** the health and safety hazards and risks associated with your job and those associated with your colleagues' jobs;
- ✓ **Know what to do** if an emergency occurs at your place of work;
- ✓ **Follow Diageo's "Life Saving Rules"** which define the core safe behaviours in preventing life threatening and altering injury or harm and should be adopted in day to day tasks and activities;
- ✓ **Do not be afraid** to raise concerns with colleagues about their health and safety behaviour, and be open and positive to concerns raised by others;
- ✓ **Report** all accidents, incidents, near misses, non-compliance with regulations or anything else posing a risk to health and safety to your line manager and local health and safety team;
- ✓ **Manage Process Safety** to prevent and mitigate catastrophic events by consistently reporting process safety precursors;
- ✓ **Ensure** that any suppliers, business partners or visitors understand Diageo's Health, Safety & Wellbeing standards and procedures and comply with these as well as any local health and safety laws or regulations when on a Diageo site or acting on behalf of Diageo;
- ✓ **Know the laws and regulations** for your market and ensure the Diageo Health, Safety & Wellbeing Policy standards and procedures are applied to your location and type of work, whether on a Diageo location or off-site;
- ✓ **Seek guidance** before engaging in conduct that you think may violate any law, regulation or code of practice, and encourage your colleagues to seek guidance in the same way.





## Q and A

**Q** We've got a very good health and safety record at our site and even won an award for it. Last week, though, someone got hurt – though not badly. I know that she didn't report it because she didn't want to damage our record. What should I do?

**A** Safety is more important than any award or any record. The point of working towards a world class culture is that we value our employees. We want everyone to be safe at work, on the road and at home every day, everywhere, but on the rare occasions someone is hurt, we need to know why and how so that we can learn from it and try to prevent it from ever happening again.

If you believe that the correct report has not been made, you should try to encourage your colleague to make a report. Perhaps she simply needs to be reassured that it is the right thing to do. If that doesn't work or you believe she is under some sort of pressure, you should talk to your line manager or, if you prefer to talk in confidence, you can contact SpeakUp.

**Q** Whilst driving to a commercial off trade outlet, I drove into the back of a third party vehicle and damaged my business needs vehicle but sustained no injuries. Should I report this to my Line Manager?

**A** Yes, all road traffic related incidents should be reported to your Line Manager as soon as possible after the event. Road traffic incidents are part of our new health and safety KPI suite and are linked to Diageo's Life Saving Rules. By reporting these incidents, appropriate mitigation measures can be established in order to prevent future occurrences.

**Q** We had a small caustic overflow during the weekend shift. It was quickly cleaned up and no one was injured. Should this be reported?

**A** Yes, all unintentional releases of chemicals, energy, or potentially dangerous materials should be reported in line with our new process safety KPI metrics and ways of working.

**Q** I am working as part of a team on a reactive maintenance activity which requires electrical isolation. I am not involved directly with the isolation process so should I still apply my padlock to the hasp or local isolation point?

**A** Yes, even if you are not the electrical competent person in control of the isolation, everyone involved in the task must apply their personal locking device to the isolation point.

**Q** I am an office-based employee and have been suffering from some discomfort in my lower back recently due to repeated long hours in front of my computer? What should I do to improve my situation?

**A** Please report this to your Line Manager who will arrange for a risk assessment of your workstation and overall set up. The outputs from the assessment will be discussed with you and appropriate mitigation measures agreed in order to prevent future issues arising.

