

DIAGEO



Employee
alcohol



Who does this apply to?

- ✓ All Diageo employees.
- ✓ All subsidiaries of Diageo.
- ✓ Joint ventures in which Diageo has a controlling interest.
- ✓ Third party contractors, agents or consultants representing or acting for or on behalf of Diageo.



Our commitment

We will:

- Set clear expectations for all of our people in relation to alcohol consumption.
- Ensure that our people are clear on our expectations and that those who choose to drink do so responsibly and as part of a balanced lifestyle.
- Empower our people to act as ambassadors for Diageo's responsible drinking commitments.
- Uphold Diageo's reputation and drive our ambition to become the world's most trusted and respected consumer products company.

Context

At Diageo, we are proud of what we do and our much-loved brands are enjoyed all over the world. Responsible drinking is core to our business, and we rely on our people to help drive this agenda. By upholding the standards and expectations outlined in this policy, we can protect Diageo's reputation and, more importantly, ensure the health and safety of our people.

We want our people to be clear on the role they play:

- All of our people are responsible for making sure that they drink alcohol responsibly, abide by all laws and regulations in their local market and uphold Diageo's position on responsible drinking.
- People managers must ensure that our people receive the appropriate guidance, resources and training they need to enable them to comply with this policy.



Core principles of the policy

Alcohol and the workplace

All of our people are ambassadors for responsible drinking and must ensure that their judgement and performance at work are never impaired by alcohol. Our people must ensure that the safe performance of their duties and their behaviours are never compromised by the consumption of alcohol, and that they never put themselves or others at risk.

For safety reasons some Diageo locations apply a zero tolerance approach to alcohol consumption in the workplace. Where a role requires the operation of vehicles, moving equipment or machinery, or safety critical roles, alcoholic drinks may not be consumed before or during work, under any circumstances.

When attending a work meeting or a work-related event, such as a Diageo Social or Business Event, on or off premises, within or outside of working hours, where alcohol is available for consumption, our employees that choose to drink should ensure they do so in moderation and should encourage colleagues and guests to do likewise.

Managers should ensure that employees drinking at work events do so in moderation only and take reasonable care to ensure their safety and well-being and that of others.

Managers who become aware of any behaviour that may contravene this or any other Diageo policy are responsible for addressing the issue immediately and for timely reporting to an HR Representative or through [SpeakUp](#).

Any breach of this Policy may result in disciplinary action, up to and including dismissal.

Education

Our purpose is 'celebrating life, every day, everywhere' and we encourage our people and consumers to celebrate responsibly. We are committed to ensuring that our people understand the nature and effects of drinking alcohol and we expect all of our people to educate themselves in this area.

Through our global responsible drinking digital platform DRINKiQ.com we provide facts about alcohol, the effects of drinking on the mind and the body and the impact of harmful drinking on individuals and society. We promote DRINKiQ.com on all Diageo labels and we encourage all employees to complete the DRINKiQ quiz and the self-assessment test on DRINKiQ.com. With our annual check- in process, we ensure that all the information on DRINKiQ.com is regularly updated so that everyone can champion safe and responsible drinking.

DRINKiQ.com



Offering support

If anyone has difficulty drinking responsibly, or is concerned about their drinking, then we strongly encourage the individual to seek medical advice. Employees can seek medical advice or counselling from their occupational health centre.

If you are self-employed, or an agency worker, contractor or service provider, you should contact your supplier agency to seek referrals to support networks.

Alcohol-related offences

All of our people 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 well-being of our people, especially to avoid any recurrence. 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.

Diageo expects its people 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 people, especially sales staff, can operate effectively, without putting themselves or others at risk. Where you anticipate a need to drive for a reason connected with work (e.g. following an event or after work) we expect our people to avoid drinking alcohol. Our people should never feel that their job makes it difficult for them to avoid drinking and driving.

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



Where to get more information

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

[DRINKiQ.com](https://DrinkIQ.com)

Policy governance

For any questions in relation to this policy, contact Srna Herzog, Diageo in Society - Head of Positive Drinking Policy and Programmes
Srna.Herzog@diageo.com

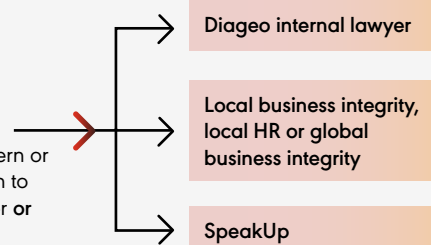


How to report a breach

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, as permitted by law.





Key things to remember



- ✓ All of our people should adhere to the expectations laid out in this policy and our Code of Business Conduct;
- ✓ Any breach of this policy should be reported promptly through the routes outlined in our Code of Business Conduct;

Whilst we respect that not all of our people choose to drink alcohol, those that do choose to drink, should remember to:

- ✓ Drink alcohol responsibly as part of a well-balanced lifestyle;
- ✓ Ensure alcohol never affects your judgement and performance at work;
- ✓ Comply with Diageo locations that have zero tolerance approach to alcohol in the workplace;
- ✓ Seek medical advice or counselling if you are concerned about your drinking;
- ✓ Obey local alcohol-related legislation and regulations including local drink drive 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.





Q and A

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

A You must report any alcohol-related offence and/or arrest to your manager. Diageo expects our people 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 your safety, the safety of others, and it can also damage Diageo's reputation.

Q 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?

A 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.

Q 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?

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

