

# EMPLOYEE ALCOHOL Global Policy



EMPLOYMENT

DRINKiQ.com

We believe that alcohol should always be enjoyed responsibly and our employees can enhance our reputation by showing a responsible attitude to drinking

## Our commitment

Diageo brands are enjoyed by millions of consumers around the world every day. For most people, drinking responsibly is a pleasurable part of a balanced and healthy lifestyle. Responsible drinking is at the heart of our business and we are committed to providing leadership on this agenda both internally, and in society at large.

Diageo recognises that most of its employees drink responsibly but as a company we need to set out the standards that are required; the serious consequences, both for the individual and for the business, when these standards are breached; and the support that will be provided to employees who are unable to meet these standards.

## Scope of this policy

The Diageo Employee Alcohol 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.

## Principles

### Employee education & support

We are committed to ensuring that our employees understand the nature and effects of alcohol and that this will support them in drinking responsibly at all times.

To this end, we have a global programme called DRINKiQ which is a resource to promote responsible alcohol consumption through communication and the sharing of best practice tools, information, and initiatives. It is our intention that all employees will have the opportunity to experience the DRINKiQ programme.



**Q** Someone in my team has a recognised drinking problem. Does this mean that we should have alcohol-free socials?

**A** We expect our employees to be supportive of any colleague who is managing an alcohol dependency problem and to act sympathetically. Only your colleague will know whether the presence of alcohol at a team event will be a problem and we would suggest that he or she discuss the matter with their line manager, who will then be able to make appropriate arrangements for entertainment. It may be more sympathetic to arrange a social event that is not centred on alcohol if the colleague is undergoing a course of treatment.

## Alcohol and the workplace

All employees must ensure that their judgement and performance at work are never impaired by alcohol, especially those employees whose jobs involve activities which impact significantly upon the safety of themselves or others.

For example, drivers or operators of moving machinery must ensure that their consumption of alcohol never threatens the safe performance of their duties and that their behaviour never puts 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.

## Alcohol related offences

Any conviction for an alcohol related offence is considered a breach of this Policy and it is mandatory that employees report any such conviction to the company through the HR function. Our first concern will be to support employees, especially to avoid any recurrence, and we will seek to provide guidance or counselling. However, depending on the severity of the offence and its potential impact on Diageo's reputation, it may be considered a disciplinary matter. For example, a work related drink driving conviction would be considered gross misconduct and likely to result in dismissal. More detailed guidance is available through the HR function and all cases will be treated individually based on the circumstances. A second conviction for any alcohol related offence, however, would almost certainly result in dismissal.

Diageo does not condone drinking and driving, even in countries where drink-drive legislation is not in force. 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 the nature of their job makes it difficult for them to avoid drink driving.

We will fully respect the legal drinking age in all markets and will take care not to encourage or condone underage purchase or consumption of alcohol. This is especially the case for any employees under the legal drinking age.



In 2006, double F1 World Champion Mika Häkkinen became the JOHNNIE WALKER® responsible drinking ambassador. Since then, he has visited over 30 countries and more than 750,000 consumers have joined the pact to "never drink and drive".

## Problem drinking

If an employee has difficulty in meeting Diageo's required standards because of any alcohol related problem, however minor, or is concerned about their drinking, then Diageo strongly encourages the individual to seek medical advice or counselling, either from their occupational health centre, or from an external agency. A dependency problem may be identified by the employee, by colleagues or by managers. We do our utmost to provide support to any employee in this situation.

**Q** Last Saturday, I was at the pub with a few friends – they're all non-work people I've known for a long time. We all got unusually drunk and a heated argument started. The landlord was concerned and called the police. There wasn't a fight but we were each charged with being drunk and disorderly. Is this really something I need to tell HR about? I don't understand why it's any of your business what I do in my spare time.

**A** We are all ambassadors for Diageo and what we do whilst we are at work and outside of work can have serious consequences for our reputation, and that of the alcohol industry. We expect our employees to protect the Diageo brand at all times and support our work in encouraging consumers to enjoy alcohol responsibly. Although you say that this was an "unusual" occurrence, our policy is that you should report this incident to HR who will provide appropriate support to prevent a reoccurrence and also assess the severity of the offense to determine whether or not it should be considered a disciplinary matter. We would also recommend that you read the DRINKiQ website for further information about making informed choices about alcohol consumption.

## Diageo's reputation

The image and reputation of any company is determined in part by the way its employees are seen to behave. This is particularly true for a company which is in the premium drinks business. Our employees are our ambassadors and can enhance our reputation by showing a responsible attitude to drinking. In contrast, if our employees drink irresponsibly, they put Diageo's reputation at risk.

Employees are expected to act as role models for responsible drinking at all times, whether on company business or not. Putting Diageo's reputation at risk by not drinking responsibly may be viewed as a breach of this Policy and could result in disciplinary action.

## How does this policy apply to me?

- Responsible drinking is at the heart of our business and we understand our duty to act as role models for consumers. We are proud of the way we carry out our business and will not act in a way that damages Diageo's reputation.
- We should never allow alcohol to affect our performance at work or to put others at risk. We will follow a zero-alcohol policy when required to do so.
- We will always obey any alcohol-related legislation applicable to our market and will encourage others to do the same. We will report any conviction for an alcohol-related offence.
- We do not condone drink driving, even in countries where there is no drink-drive legislation.
- We will seek medical advice or counselling if we are concerned about our own or a colleague's alcohol consumption.

## Responsibility

We are all individually responsible for making sure that we comply with this Policy in addition to Diageo's Code of Business Conduct and all laws, regulations and industry standards.

If you manage people, you are expected to ensure that the individuals who report to you receive the guidance, resources and training they need to enable them to do their jobs in compliance with this Policy.



**Q** I have recently admitted that I have a problem with alcohol. I would like to follow a course of counselling to help me to overcome it. Can I expect any support from Diageo? Would you pay for my course?

**A** When colleagues find themselves developing alcohol-related problems, we try to support them as much as we can. We would encourage you to discuss the matter in confidence with your line manager or your local Occupational Health representative. We will make sure that anyone who thinks they have a genuine problem receives the advice and if necessary help in obtaining treatment for it. Dependency problems vary in severity from person to person and we would review each case individually, but in general, we could support rehabilitation assistance from a recognised source such as a GP, a formal alcohol-rehabilitation programme or a professional counsellor. Any period of absence due to rehabilitation will be treated as any other case of sickness. We will also endeavour to find an alternative role for you if you are in a safety critical job, while you undergo any rehabilitation programme.



## Monitoring

Any breach of this Policy is also considered to be a breach of the Diageo Code of Business Conduct and should be reported promptly through one of the routes described in the Code. You can also discuss concerns or make a confidential report using SpeakUp.

Breaches of this Policy will be dealt with in accordance with the Diageo internal investigations policy and local disciplinary policies, as permitted by law.

## Further information & contacts

For further information and support related to this policy, please contact your local HR team.

The Global Compliance & Ethics team manages the Diageo Compliance & Ethics programme and is available to provide help and guidance on all issues relating to the Code and Diageo policies.

For further information on responsible drinking choices, please visit:

**DRINKiQ.com**

**This Policy was last reviewed & updated in July 2011.**