By enhancing our health, safety and wellbeing, we can all deliver our best performance over the long term.

WHO DOES THIS APPLY TO?

The Diageo Health, Safety & Wellbeing Policy applies to all Diageo locations including production facilities, offices, warehouses, visitors’ centres and hospitality facilities. Diageo is committed to protecting employees and others such as contractors, visitors and neighbours from health and safety risks associated with our activities.

As part of our Suppliers Code of Conduct, 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. Our goal is to implement best practice global company policies and standards 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 ill-health across our entire business and operations.

David Cutter,
President, Global Supply and Procurement

CONTEXT

Diageo is committed to realising a zero harm safety culture in all of our operations. Our aim is to create a proactive safety and wellbeing culture in which all occupational injuries and illness are foreseeable and preventable. We expect all of our people and visitors to act in a manner that demonstrates their personal commitment to this aim.
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 ill-health and preserve 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 our Severe and Fatal Incident Prevention programme as a minimum. Health, safety and wellbeing information will be included in our annual Sustainability and Responsibility report.

POLICY GOVERNANCE

The President, Global Supply 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 (GRMS) and ensure that we are all able to comply with them. The GRMS 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 go to


DATA PRIVACY CONSIDERATIONS

All documentation and records generated such as through incident management processes, must be created and secured in accordance with our Global Data Privacy Policy and our Global IM&S 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.

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.

WHERE TO GET MORE INFORMATION

For further information, please contact your local Occupational Health & Safety representative or go to


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.

You can report a compliance concern or any actual breach to:

LOCAL LAWYER

LOCAL CCE, GLOBAL RISK AND COMPLIANCE TEAM, GLOBAL COMPLIANCE LEGAL TEAM

SPEAK UP

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 & wellbeing guidelines.
KEY THINGS TO REMEMBER

1. Ensure any required health, safety and wellbeing training has been completed and manage your specific individual risks responsibly;

2. Understand the hazards and health risks associated with your job and those associated with your colleagues’ jobs;

3. Know what to do if an emergency occurs at your place of work;

4. Follow Diageo’s ‘Golden Rules’ that define lifesaving rules you must comply with in your day to day work to ensure everyone gets home safe every day, everywhere;

5. Do not be afraid to raise concerns with colleagues about their health and safety behaviours, whether actual or potential, and be open and positive to concerns raised by others;

6. 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 H&S lead;

7. Record all absence due to ill-health through the Workday system;

8. Ensure that any suppliers, business partners or visitors understand Diageo’s Health, Safety & Wellbeing standards and comply with these as well as any local Safety laws or regulations when on a Diageo site or acting on behalf of Diageo;

9. Know the laws and regulations for your market and ensure the Diageo Health, Safety & Wellbeing Policy and standards are applied to your location and type of work, whether on a Diageo location or off-site;

10. 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.
**HEALTH, SAFETY & WELLBEING**

**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 “zero harm” culture is that we value our employees. We intend everyone to go home safe every day, everywhere and 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** Our Policy now refers to Health, Safety, and also Wellbeing. What does this mean?

**A** We are extending the remit of the policy, committing to not only prevent illness or injury in the workplace, but also empowering our people to take steps to positively enhance their physical, mental and emotional health when at work.

By enabling our people to be healthier and happier, we aim to prevent workplace accidents, improve productivity and in turn drive better overall business performance.