HEALTH, SAFETY & WELLBEING
Global Policy
By enhancing our health, safety and wellbeing, we can all deliver our best performance over the long term

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 work place accidents and ill-health across our entire business and operations.

Scope of this policy

The Diageo Health, Safety and 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.

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

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 improvement in our Occupational Health and Safety 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.

Q&A

Why should we report accidents that haven’t even happened? I don’t understand the point of a near miss report. Nothing’s gone wrong.

The point of the near miss report is that something has gone wrong – but this time, you might have been lucky. Maybe you didn’t fall over. Maybe you caught the box that fell off the top of the cabinet. Maybe the machinery stopped in time.

What if it happens again and someone isn’t as lucky, or as quick to react, as you?

What if this is the fifth time this has nearly happened? Could you take that risk or that responsibility? That’s why we need to know.

We believe that accidents are preventable and foreseeable - but a large part of that is because we know when things have
How does this policy apply to me?

- Ensure any required health, safety and wellbeing training has been completed and manage your specific individual risks responsibly.
- Understand the hazards and health risks associated with your job and those associated with your colleagues’ jobs.
- Make sure you know what to do if an emergency occurs at your place of work.
- Be aware of Diageo’s Zero Harm ‘Golden Rules’ that define lifesaving rules you must apply in your day to day work to ensure everyone gets home safe every day, everywhere.
- Do not be afraid to raise concerns with colleagues about their health and safety behaviours, whether actual or potential, and accept any concerns raised by others in a positive way.
- Report all accidents, incidents, near misses, non-compliance with regulations or anything else posing a risk to health and safety to your local H&S Manager.
- Record all absence due to ill-health through the Workday system.
- Ensure that any suppliers, business partners or visitors are aware that they must comply with the law, regulations and Diageo’s own Health, Safety and Wellbeing standards when on a Diageo site or acting on behalf of Diageo.
- Be aware of 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.
- 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.

Management and accountability

The President, Global Supply and Procurement is the member of the Executive Committee nominated as the Diageo Health, Safety and 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 and 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

Q&A

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?

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.
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.

**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.

All employees, contractors and visitors are encouraged to challenge risk-taking behaviour and report breaches in health, safety & wellbeing guidelines. Breaches of the Policy will be dealt with in accordance with the Breach Management Global Standard, Diageo Investigations Guidelines and local disciplinary policies as permitted by law.

If you think something is wrong and you would prefer not to speak to a line manager, you can call the SpeakUp helpline in confidence.

**Contacts and further information**

For further information, please contact your local Occupational Health & Safety representative or go to [https://diageo.sharepoint.com/sites/zeroharm/default.aspx](https://diageo.sharepoint.com/sites/zeroharm/default.aspx)

This policy was last reviewed in September 2017, with updates to the Exec sponsor and integration of the Occupational Health and Safety policy with Wellbeing policy.