

SHS Drinks Division Employee Alcohol Policy

This Policy applies to all SHS Drinks Division Employees, full and part time (and applies to agency temps also). It provides you with a common sense set of guidelines we ask you to read, absorb and observe. It is a checklist for your own interests.

This Policy should work alongside the SHS Drinks Division Code of Conduct and the business Terms and Conditions of Employment.

We encourage everyone to make themselves aware of sensible drinking guidelines. Please view the www.drinkaware.co.uk website.

Guidelines

1. You are an important part of the SHS Drinks Division. The image and reputation of any business can be determined by the way its employees behave. You are business ambassadors!

We therefore ask you to respect this important role and do not put your own or the business's reputation at risk.

2. Alcohol should never threaten your safety or the safety of others. Everyone must ensure that his or her performance and judgement at work are not impaired by alcohol.

Deciding whether to drink or not is essentially a personal choice, but you should never feel you are in a situation whereby you have to have a drink to 'be part of the crowd'.

3. The SHS Drinks Division will not tolerate driving whilst under the influence of alcohol. A conviction for drink driving, whether on company business or not, is a serious breach of your Contract of Employment. Drinking and driving is an illegal offence.

At formal events, it is the senior manager, or organiser's role to ensure alternative transport is available, if reasonably required.

If requested, Managers should provide guidance on what time their teams are expected to be 'on the road' in the morning. It is your responsibility to manage unit intake and ensure you do not put yourself or others at risk. For unit information, see www.drinkaware.co.uk.

4. If you believe you have a dependency on alcohol, then you should be able to discuss this with your senior/ line manager and we encourage you to seek medical advice. Any conversations will be kept confidential, with only those having a need to know being informed.

5. Everyone is responsible for ensuring that people under the legal drinking age do not consume alcohol. This includes any social company event, corporate entertainment or sampling at marketing events.



SHS Drinks Division are full Members of The Portman Group.