

## Employee Alcohol Policy

<b>Purpose</b>	In line with our company values, this policy sets out the required standards of employee behaviour with regard to matters associated with the consumption of alcohol and in the context of working for a socially responsible alcohol company.
<b>Scope</b>	This policy applies to Asahi UK and Asahi Europe Ltd employees, including contractors and temporary workers, working on behalf of the company in work environments and occasions, whether at company facilities or in company-related settings.
<b>Policy</b>	<p>As an employee you are an ambassador for the company and can enhance the company's reputation by demonstrating a responsible attitude to drinking. In contrast, if you drink irresponsibly or commit offences related to or resulting from the consumption of alcohol, you place the Company's reputation at risk. As a Company employee you are therefore expected to recognise this and to behave accordingly.</p> <p>You are required to adhere to the company's Employee Alcohol Policy which covers both drink-related incidents at work and alcohol-related offences outside work which may damage the Company's reputation, in respect of the breach of which, disciplinary proceedings may be brought.</p> <p>Employees contravening this policy or those charged with a criminal offence involving the consumption of alcohol, or any criminal offence allegedly committed while under the influence of alcohol will be the subject of disciplinary proceedings.</p> <p>Subject to the finding in the disciplinary proceedings, the appropriate sanction will depend on all the circumstances of the case. The following should be noted in this regard:</p> <ul style="list-style-type: none"> <li>• The effect of the your actions on the Company's reputation will be a key consideration;</li> <li>• The more senior you are the more likely your actions are adversely to affect the Company's reputation;</li> <li>• While each case will be considered on its facts, dismissal is likely to be the appropriate sanction in the case of an executive or manager whose conduct either risks damaging, or has damaged the Company's reputation;</li> </ul> <p>Although the outcome of the court proceedings may be one factor to take into account, it will not be determinative. If damage to the Company's reputation has already occurred disciplinary action may be appropriate regardless of the eventual outcome which may lead to dismissal.</p> <p><b>I. Personal Conduct</b></p> <p>Whether or not to drink alcohol beverages is entirely a personal decision. No employee is expected to drink, nor is employment conditional upon an employee's decision to drink alcohol beverages. In all situations, an employee's conduct when consuming alcohol beverages is solely his/ her responsibility.</p> <p>Attendance at work under the influence of alcohol is strictly forbidden.</p> <p>If an employee chooses to drink alcohol whilst conducting company business, he or she is expected to do so responsibly. As ambassadors of our company, employees are expected to set a positive example. An employee's decision to drink alcohol beverages at a company related function includes an obligation to refrain from driving if under the influence of alcohol.</p> <p><b>II. Off-Site Employee and Non-Employee Events and Receptions</b></p> <p>Company-sponsored receptions or promotional events should not be held solely or expressly for the purpose of drinking. Rather, the serving of alcohol beverages should be incidental to the business purpose.</p>

One individual (preferably an Asahi employee) must be designated as the person in charge of the function. The designated individual must be in attendance at all times and will assume responsibility for guideline compliance.

Also, non-alcoholic beverages should always be available and their availability prominently evidenced. Appropriate food or snacks should be provided.

Should an occasion arise where a person appears impaired or intoxicated by alcohol, he/she must be politely but firmly refused additional alcohol beverages and offered a non-alcohol beverage instead. If the individual becomes difficult, the person in charge of the event should be notified.

Any person who is, or who appears to be, under the influence of alcohol should be discouraged from driving. Alternative transportation (taxis, etc.) should always be offered to anyone who appears to be over the legal limit.

Job responsibilities frequently require employees to entertain guests, distributors and customers. If an employee chooses to drink alcohol on these approved occasions while conducting company business, he or she is expected to do so responsibly, to set a positive example, and to adhere to the Policy. As ambassadors of our company employees should, whenever possible, only purchase and support the products produced by Asahi. Any employee behaving inappropriately may be subject to disciplinary proceedings which may lead to dismissal.

### **III. Offenses Committed Outside the Work Place**

The Company has a reasonable and legitimate interest in protecting its business from harm caused by the actions of its employees both at work and outside work. At the same time, the Company recognises and respects the right of all employees to engage in activities outside employment that are private in nature and that do not in any way conflict with the company's business interests. As a major employer and industry leader, offences committed by any Company employee outside work may also affect its reputation. As ambassadors for the Company, employees can enhance the Company's reputation by demonstrating a responsible attitude towards drinking. In contrast, if employees drink irresponsibly or commit offenses related to or resulting from the consumption of alcohol, they place the Company's reputation at risk. Asahi employees are therefore expected to recognise this and to act accordingly.

Any employee charged with a criminal offence involving the consumption of alcohol will be the subject of disciplinary proceedings which may lead to dismissal.

### **IV. Drink Driving Offenses**

#### **Note – This also includes drink cycling, which is also a criminal offence**

Driving a motor vehicle when under the influence of alcohol and over the legal limit is a criminal offence and is not condoned by the Company under any circumstances. While each case will be reviewed on an individual basis, employees involved in drink driving incidents can be the subject of disciplinary action, including the termination of employment. The consequences of the drink driving offence in terms of actual harm (e.g. whether or not the employee was involved in an accident resulting in damage to property, injury or death) may also be taken into account in determining the appropriate sanction.

### **V. Company Facilities at Working**

- Only employees and guests over 18 years of age will be permitted to use the facilities
- Soft drinks and snacks will be available
- Only Asahi Europe products (and those subject to distribution agreements by Asahi UK) will be available in the bar
- The bar will be open Monday to Friday between the hours of 17h00 and 19h00.
- The most senior person in attendance is responsible for ensuring that everyone drinks moderately and that the room is left in good order at the end of the evening. They should complete the log book, confirming that the bar

	<p>and facilities were left in good order and also providing feedback on any draught technical issues.</p> <ul style="list-style-type: none"> <li>• While employees are permitted to help themselves and walk behind the bar, guests are not permitted to do so. Both employees and guests are expected to be responsible and practice moderation in their consumption. If an employee or guest appears to be intoxicated, colleagues may refuse to serve them and/ or call on a more senior member of staff to step in and use their discretion.</li> <li>• A log book will be on the bar, and the last person to leave the bar must sign and confirm that everything has been shut down.</li> <li>• A telephone list of taxis will be available behind the bar</li> <li>• No last round orders exceeding one drink per person will be permitted</li> <li>• Employees are permitted two guest visits per month to the bar but guests are to be signed in at Reception and accompanied by the host at all times.</li> <li>• Individuals abusing the facilities will be firmly dealt with through the Company's Disciplinary Policy and Alcohol Policy</li> <li>• Employees and guests are to be dressed as per the Dresscode Policy</li> <li>• Consumption of alcohol must be limited to the bar area. It is not permissible to consume alcohol in offices, or at any other workstation in the company</li> </ul> <p>Use of the facility is a privilege that may be permanently revoked for violation of these rules</p> <p>Currently drinks are served by the bar free of charge. However, the Company reserves its right to withdraw or amend this benefit at any time at its sole discretion.</p> <p><b>VI. Alcohol Dependency</b></p> <p>If an employee is diagnosed as being dependent on alcohol the company will offer support and guidance, including facilitating any medical advice. This may be covered within the company's health plans, dependent on his/her position in the company. Any employee unsure about their level of medical cover should obtain clarity with HR.</p> <p>In the event of such a diagnosis the employee should contact his/her immediate manager and the HR Department to discuss appropriate treatment. The manager and HR Department will treat the matter as confidential. Should the employee wish to discuss the matter with independent advisors, then he/she should contact the Employee Assistance Program, which is a confidential service offering support and advice 24 hours a day, 365 days a year. Contact details are provided on the Company's intranet.</p> <p>Each case of dependency will be reviewed on its own merits. One period of sustained rehabilitation will be paid for by the Company, except that this period might be extended on the written authority of the manager concerned.</p> <p>Any period of absence due to rehabilitation will be treated as any other sickness in regard to sick pay.</p> <p>Where alcohol dependency is identified during a disciplinary process, if the employee is willing to receive rehabilitation, it may be possible for the disciplinary process to be suspended pending the outcome of the treatment. An employee wishing rehabilitation to be considered during a disciplinary process should advise his/ her manager immediately.</p> <p>An individual who fails to respond to, or refuses to accept, rehabilitation will be subject to normal disciplinary procedures.</p> <p>If an employee believes a colleague may have an alcohol dependency they should report this to their line manager or HR.</p>
<b>Accountability</b>	Alcohol consumption is a matter of individual judgment and accountability. It is the responsibility of all employees to abide by the provisions of this Policy and to ensure that their performance at work and their judgement are not impaired by alcohol.

	<p>This Policy forms part of the contract of employment of all employees, who are expected to read, be familiar with and acknowledge their understanding of the Policy on a yearly basis.</p> <p>HR are responsible for issuing and updating this policy as necessary to comply with regulations and applicable Company policies.</p> <p>It is the responsibility of all employees to ensure they are fully aware of Company policies and that they are acting in accordance with those policies. Line Managers and the HR Department have responsibility for monitoring compliance with the policy.</p>
<b>Contact</b>	<p>For further advice relating to the above information or other policies, please contact a member of the UK HR team.</p>