



# HEXAGON

## **Policy for Alcohol Consumption at Company-Sponsored Events**

**Revision:** 1.0

**Last Reviewed:** 05 Jul 2024

**Next Revision Date:** 05 Jul 2025

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Title: Policy for Alcohol Consumption at Company-Sponsored Events

Page 1 of 4

Rev.: 1.0

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## 1. Objective

Hexagon has a responsibility to uphold the highest standard of ethics and compliance in all business activities and regions in which it operates. This commitment starts at the highest levels of Hexagon and is supported by **Hexagon's Code of Business Conduct and Ethics ("Code")**. **Section 3.6** of the Code sets the framework to be adhered to with respect to. Health and Safety. These principles together with the ones described in the Section 3 "We ensure an ethical workplace" uphold this Policy for Alcohol Consumption at Company-Sponsored Events.

The purpose of this policy is to establish clear guidelines regarding the consumption of alcohol during company sponsored events to ensure the safety and well-being of Hexagon Team Members (defined below) and prevent inappropriate conduct caused by excessive alcohol consumption that violates Hexagon's commitment to professionalism. This policy also aims to ensure that we uphold Hexagon's reputation as a responsible employer.

## 2. Who does this apply to?

- All Hexagon employees
- Temporary employees
- Interns
- Third party contractors, agents or consultants representing or acting on behalf of Hexagon (collectively, the "**Team Member(s)**")

## 3. Where does this apply?

- Any company sponsored event within or without Hexagon's premises that is held during or after working hours, ranging from a large-scale event to a small team outing/dinner ("**Event(s)**").
- Please note that this policy applies to Events even if non-affiliated Hexagon persons (customers, vendors, business partners, etc.) are in attendance.
- Although this policy does not apply to non-company sponsored events, Hexagon Team Members should be responsible regarding their use of alcohol and always abide by local laws and regulations when consuming alcohol.

## 4. Core Principles

- The provision of alcohol at an Event shall always be in compliance with local laws and regulations.
- Team Members are required to produce identification to verify that they can legally consume alcoholic beverages when requested.

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- Team Members are ultimately responsible for their choices and behaviour regarding the consumption of alcohol at an Event.
- Alcohol consumption during work hours is not permitted. However, in exceptional cases and during events, alcohol consumption may occur, though it is not encouraged.
- When attending an Event where alcohol is available for consumption, Team Members that choose to drink should ensure that they do so responsibly and in moderation. They should also encourage colleagues and guests to do the same.
- Managers should ensure that Team Members drinking at Events do so in moderation and should take reasonable care to ensure their safety and well-being. Managers that become aware of excessive alcohol consumption or any behaviour that may contravene Hexagon's commitment to professionalism are responsible for addressing the issue immediately with the appropriate person(s).

## 5. Best Practices

### For Team Members

- It is essential to consume alcohol in moderation and be mindful of how much one is drinking. Events are professional gatherings and maintaining a professional demeanour is important.
- Please respect the choice of other individuals who choose not to drink and do not pressure others to consume alcohol.
- Team Members are solely responsible for using a safe means of transportation if they have consumed alcohol.

### For Managers of Team Members

- Please ensure that you and Team Members under your supervision are familiar with this policy.
- Prior to Events, it is best to reiterate the guidelines to Team Members under your supervision to ensure appropriate behaviour.
- Please monitor the Team Members under your supervision at Events and be proactive in addressing Team Members who are not complying with this policy.

### Event Organizers

- To moderate alcohol consumption, Event organizers may consider offering non-alcoholic beverages or offering limited drink coupons.
- It is advisable to hold alcohol free Events when considered feasible and culturally acceptable.
- An Event serving alcoholic beverages must also provide non-alcoholic beverages.

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- Vendors, such as a hotel or caterer, that are hired to serve alcohol for an Event shall comply with state/provincial and local licensing and insurance regulations. It may be necessary to ask for the proper compliance documents.

In case of questions or doubts, always contact your HR, Marketing or Compliance Teams.

## 6. Consequences of Violating this Policy

- Failure to comply with this policy may result in disciplinary action, up to and including immediate dismissal from the company.
- Violations of this policy may also result in the removal of the privilege to attend future Events.

## 7. Review and Amendments

This policy will be reviewed annually and may be amended as necessary to reflect changes in legislation, company practices or other relevant factors.

## 8. Revision History

Rev.	Rev. Date	Reason for Revision	Revised By	Approved By
1.0	05-July-2024	New Policy launch, effective 1 <sup>st</sup> Dec, 2024	Nousheen Khan, John Michael, Sandrine Pommey	Anthony P. Zana, Norbert Hanke