

DMGT

Daily Mail and General Trust plc

Satisfying  
the need  
to know

Code of Conduct  
2023

# DMGT is an international business built on entrepreneurship and innovation.

DMGT manages a portfolio of companies that provide businesses and consumers with compelling information, analysis, insight, events, news and entertainment. The Group takes a long-term approach to investment and has market-leading positions in consumer media, property information, events & exhibitions and venture capital. In total, DMGT generates revenues of around £1bn.

## Introduction

|                                      |   |
|--------------------------------------|---|
| A message from Tim Collier, DMGT CEO | 3 |
| Our values                           | 4 |
| Responsibilities                     | 5 |

|          |   |
|----------|---|
| Speak-Up | 6 |
|----------|---|

## Personal integrity

|                         |   |
|-------------------------|---|
| Conflicts of interest   | 7 |
| Entertainment and gifts | 8 |

## Doing business lawfully

|                             |    |
|-----------------------------|----|
| Anti-bribery and corruption | 9  |
| Competition and anti-trust  | 10 |

## Safeguarding our assets

|  |    |
|--|----|
| Information security and data protection | 11 |
| Communications                           | 12 |
| Committing to contracts and expenditure  | 14 |
| Intellectual property and brands         | 15 |

## Treating people with respect

|                         |    |
|-------------------------|----|
| Diversity and inclusion | 16 |
| Health and Safety       | 17 |

## Introduction

# A message from Tim Collier, DMGT CEO

At DMGT, we encourage curiosity and innovation amongst our people. We value people who stretch themselves to achieve high standards, who act with a clear sense of purpose and who value the communities in which they live and work. Our people are critical to DMGT's success and I am immensely proud to work with so many dedicated and talented individuals.

As a family business, with a history stretching back more than 130 years, DMGT holds strong values and operates to a clear set of principles and ethical standards. We recognise that the way each of us acts has an impact on our colleagues, customers, business partners and other stakeholders, including the communities in which we operate.

“  
The standards that DMGT sets for itself go beyond complying with our legal and regulatory obligations...”

The standards that DMGT sets for itself go beyond complying with our legal and regulatory obligations, they are about how we do business. Holding ourselves to high standards of conduct helps us to maintain the trust of our stakeholders and ensure that you are protected as employees.

This Code of Conduct outlines the way we work at DMGT and what is expected from each of us. It is an incredibly important document and it is your responsibility as a valued member of this Company to read and implement the values it presents.

Tim Collier  
DMGT CEO



# Introduction

## Our values

**This Code of Conduct outlines our commitment to behaving ethically, lawfully and with integrity. It sets out what is expected from every person working for and with DMGT and our Operating companies anywhere in the world, and demonstrates to our customers, business partners, suppliers and other stakeholders the way we work. We believe that acting the right way is key to doing business responsibly and for the long term.**

To assist you in your day-to-day work, you should be mindful of our three overarching values of:

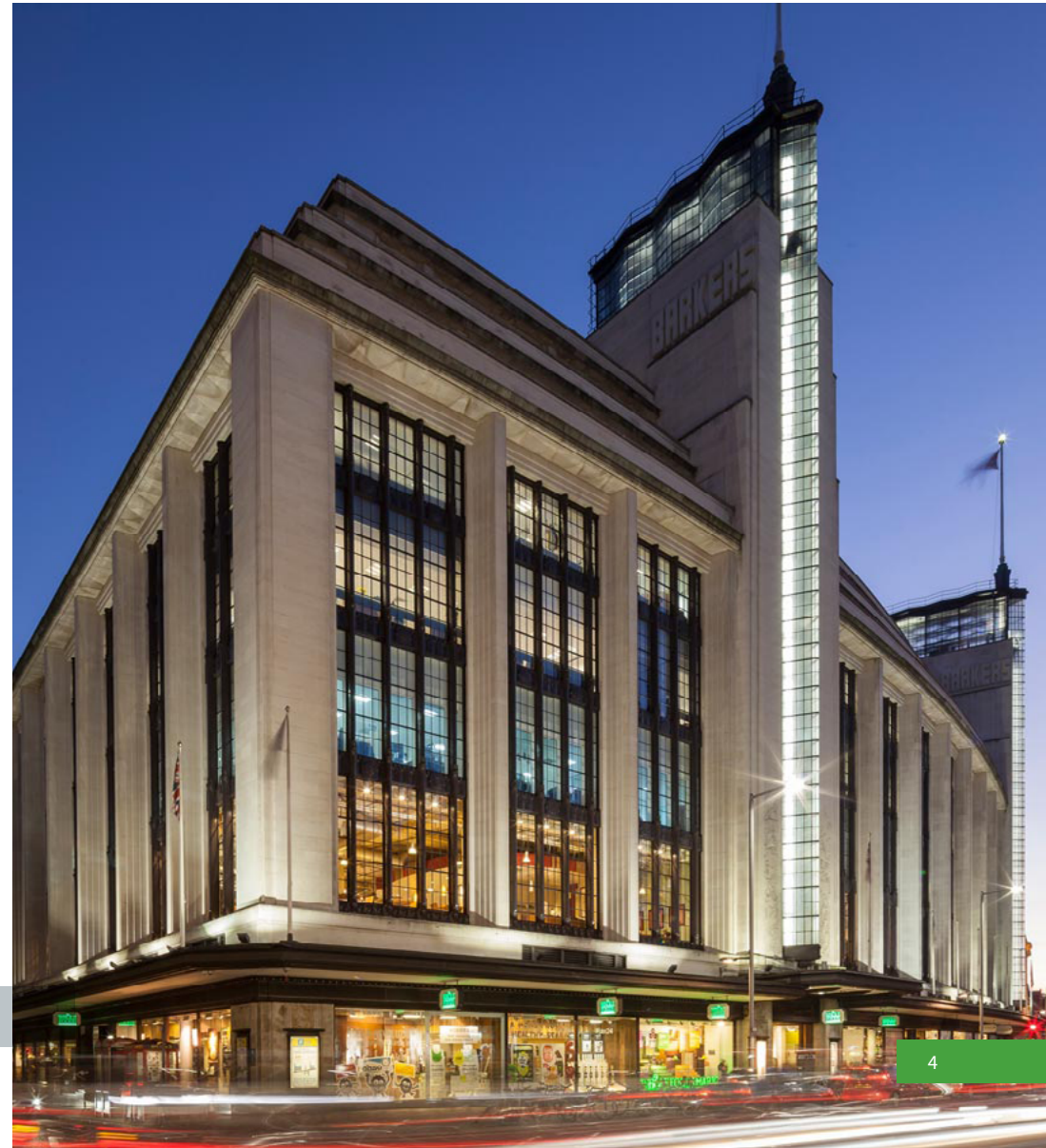
- **Entrepreneurism** - As a home for entrepreneurs, working at the cutting edge of technology, DMGT fosters constant innovation, growth and talent development across our international businesses.
- **Purpose** - Long-term perspective and businesses with a clear sense of purpose for their customers and society.
- **Excellence** - Commitment to quality, craftsmanship and delivering excellence. We seek the best talent, leadership and expertise.

### What does this mean for me?

When faced with a decision or dilemma, ask yourself:

- Is the activity legal?
- Does it comply with our own policies and procedures, the Code of Conduct and the DMGT Essentials?
- Does it expose my operating company or the wider Group to any unacceptable risks?
- Am I setting a good example?
- Could my actions be misconstrued?
- Have I consulted with others who have knowledge on the topic and sought advice to help me make an informed decision?
- Would I, or the operating company or Group be uncomfortable if the situation was publicly known?

DMGT is headquartered in High Street Kensington, London



# Introduction

## Responsibilities

**Our Code of Conduct applies to all employees of DMGT and its operating companies anywhere in the world.**

We will request that anyone working on behalf of our businesses, including agents, contractors and consultants, apply the principles of this Code or work to their own similar standards in connection with their work for us.

### Manager responsibilities

If you are responsible for managing people, you have additional responsibilities under the Code of Conduct. In particular, this means:

- Ensuring the Code of Conduct is read and understood by your team.
- Holding your team accountable for adhering to the Code of Conduct.
- Being a role model for applying the Code of Conduct.
- Maintaining an environment that encourages your team to speak up if they have concerns, without fear of reprisal.

### Consequences of non-compliance

Failure to comply with the Code of Conduct or its supporting policies will be fully investigated, and appropriate action taken. Depending on the circumstances, this may include remedial action such as additional training, or disciplinary action, up to and including dismissal.

### Insider dealing

It is a criminal offence in the UK to deal in company securities, such as bonds, and to recommend, encourage or induce somebody else to do the same, when you hold inside information about a company.

It is a criminal offence to disclose inside information about DMGT except where you are required to do so as a part of your employment or duties (you will know if this is the case).



**Does the Code of Conduct contain all the policies and standards I need to know about?**

No. DMGT businesses operate in a number of different countries and the Code of Conduct cannot cover all the legal requirements and regulations of these countries.

You must therefore ensure that you are familiar with and comply with local laws and regulations. In addition, DMGT has a guide to all key processes, controls and information for our operating companies called DMGT Essentials. In addition, Group-wide policies that apply to all DMGT operating companies can be found on the [global policies microsite](#).

Where relevant, these are referenced in this document and are available on [the global policies microsite](#).

You may also have local policies which are specific to your operating company or your role. You must adhere to these policies in addition to the Code of Conduct. At dmg media, all journalists are required to comply with the Editors' Code of Practice, which is set by the Editors' Code Committee and administered by IPSO.



# Speak-Up

**We all have a duty to report behaviour we see that is in breach of our Code of Conduct, or any other illegal or unethical behaviour.**

We encourage you to report concerns to your line manager. All line managers have a responsibility for maintaining an environment which encourages their staff to be open with issues and speak up if they have concerns. If you feel that reporting your concerns to your line manager is not appropriate, you should go to other senior management within HR, Finance or Legal.

Where, for specific reasons, you feel you cannot raise the matter directly with someone within your operating company, or that you need to remain anonymous, then you should use the Group's independent Speak-Up facility. The confidential facility is run by an impartial third party.

If you raise a concern through the Speak-Up facility, you can expect the matter to be dealt with in a responsible manner, to respect your anonymity and to take appropriate action to investigate the matter.

**You can use the Speak-Up facility by:**

- Phone: +0044 1615324712
- Reporting website URL: [dmgt.integrityline.com](https://dmgt.integrityline.com)

## What does this mean for me?

- Speak up about behaviour you believe is in breach of the Code of Conduct, or otherwise illegal or unethical.
- Raise your concern with your line manager, or if more appropriate, other senior management in your operating company.
- An independent, confidential Speak-Up facility is available to you if you feel you cannot raise your concern internally.

The Group Speak-Up policy is available on [the global policies microsite](#).



**I have a concern and wish to use the Speak-Up facility, but I'm concerned my colleagues will find out it was me who raised the issue. Will they be told it was me?**

We handle all reports confidentially. When you make a report, you can remain anonymous, however this may affect our ability to investigate the matter further. If you do provide your name, it will be kept confidential unless we are required to disclose it as a result of legal proceedings.



**What will happen to me if I raise an issue that turns out not to be a breach of the Code of Conduct?**

As long as your issue was raised in good faith and you genuinely believed your understanding to be a breach of the Code of Conduct, there is no issue.

However, knowingly making a false accusation or and/or malicious use of the Speak-Up facility could result in disciplinary action being taken against you.

## Personal integrity

# Conflicts of interest

Act in the best interests of DMGT and your operating company while performing your job. You should avoid situations where your personal interests, or those of your family or friends, could conflict, or appear to conflict, with DMGT or any of its operating companies' interests. Any conflict of interest or the appearance of a conflict of interest must be disclosed.

Here are some examples of conflicts which could arise:

- **Investments** – you must not hold investments in suppliers, customers or competitors which could conflict or appear to conflict with your work unless they have been approved by senior management.
- **Employment outside the Group** – must not conflict with DMGT or any of its operating companies, or adversely affect your ability to do your job with us.
- **Directorships** – you may not serve as a director of another organisation outside the Group which could conflict or appear to conflict with your work unless it has been approved in writing by senior management.
- **Personal relationships** – close personal relationships with key suppliers or customers could conflict or appear to conflict with the business. If, as part of your job, you are in a position to influence supplier selection or influence your business's existing relationship with a supplier or customer, you must disclose the potential of a conflict of interest to your line manager.
- **Close personal relationships between co-workers** can lead to a conflict of interest if one is in a position to influence the pay, bonus, promotion or development opportunities made available to the other. Where this is the case, you must disclose the conflict of interest to your HR function.
- **Close personal relationships with a potential employee** can also lead to a conflict of interest. If you are in a position to influence the recruitment process in any way, you must disclose the conflict of interest to your HR function.
- **Purchasing decisions** – purchasing decisions must not be made on the basis that you or a family member or friend would receive a personal benefit (financial or otherwise), for example personal loyalty points.



**Can I recommend a relative for an open position in my operating company?**

Yes, we encourage you to recommend suitable candidates for roles in any of our operating companies. However, you must ensure that you are not involved in the recruitment process. If your relative is hired and you are in a position to influence their pay, bonus, promotion or development opportunities, you must disclose the potential conflict of interest to your HR function.



**I fly regularly for business. Can I collect the reward miles from these flights?**

Yes, but you must never select that carrier for your flights over other carriers just because you are collecting reward miles. Flights must always be purchased in accordance with your operating company's travel and expenses policy.

### **What does this mean for me?**

- Recognise and disclose any potential conflict of interest.
- Remove yourself from business situations where you have a conflict of interest.
- Act in DMGT and your operating company's best interests.

## Personal integrity

# Entertainment and gifts

**Reasonable and proportionate entertainment, hospitality and gifts are a part of doing business, helping us to establish and develop business relationships and enhancing our image. However, excessive hospitality and gifts can be interpreted as bribery.**

When you offer hospitality, it must not have any potential (actual or perceived) to cause the recipient to act improperly in performing their duties, or to award DMGT or any of its operating companies an advantage – financial or otherwise.

Similarly, when you are offered hospitality, it needs to be obvious that this will, in no way, influence your decision-making.

Extra care should be taken when offering, promising, giving or accepting gifts. Offering or receiving cash gifts is never allowed.

If you're not sure whether you're allowed to offer something, or accept something, talk to your line manager. Your line manager must approve the receipt or offer of entertainment and gifts, and your business will hold a Gift Register to record the approved receipt and offer of gifts.



**I've been sent a gift from a supplier; it looks expensive. I'm worried that refusing the will cause offence. What should I do?**

You must notify your line manager. You should never accept a gift that could influence business decisions, or even appear capable of influencing business decisions. If your line manager is satisfied this is not the case, they are required to provide written approval and record the gift on your company's Gift Register. If they conclude that accepting the gift would be inappropriate, you should politely refuse and return the gift to the supplier. If this is not possible, the gift could be donated to charity.

### **What does this mean for me?**

- Never offer, promise, give or accept cash.
- Avoid offering or accepting entertainment or gifts during a contract tender process.
- Seek approval before accepting and register gifts received.
- Be transparent – discuss any concerns with your line manager.



## Doing business lawfully

# Anti-bribery and corruption

**We are committed to avoiding all forms of bribery and corruption and to complying with bribery and corruption laws worldwide.**

The UK Bribery Act applies throughout the Group's worldwide operations. The Act prohibits offering, promising giving or receiving bribes of any kind and any amount, in both the public and private sectors, anywhere in the world. You should also abide by any applicable bribery and corruption legislation from other countries, such as the US Foreign Corrupt Practices Act.

This applies not only to our employees, but any person acting for or on behalf of DMGT or its operating companies, such as an agent, freelancer, contractor or consultant. We can be liable for the actions of these third parties. The DMGT Policy for Working with Third Parties, available on Workday, details the approach you should take to managing these relationships.

A bribe can come in many forms. As well as cash, it could be hospitality or a gift (see page 9), or a facilitation payment. Facilitation payments are typically small, unofficial payments requested, or sometimes demanded, by public officials without any legal basis to secure the performance of a routine official function. Guidance on how to deal with the request for a facilitation payment is available on Workday.

A breach of bribery legislation can result in a heavy fine, a prison sentence, or both, for individuals, and an unlimited fine for the Group.

### What does this mean for me?

- Never offer, promise or give a bribe.
- Never request, agree to receive, or accept a bribe.
- Take care with entertainment and gifts (see page 10).
- Refuse any request or demand for a facilitation payment.
- Familiarise yourself with our relevant policies.



**I'm travelling for business and I've been told that the equipment I'm taking will be passed through customs more quickly if I pay the official on duty a small cash fee. Can I pay the fee?**

No. This appears to be a facilitation payment, a form of bribery which is illegal under the UK Bribery Act - this legislation applies worldwide to all our operating companies. You should research local laws well in advance of your journey to ensure you have the correct visa and permit documentation. Further advice on ways to avoid facilitation payments is available on Workday. You can also speak to DMGT Legal for advice.



**We have a sales agent working for us overseas. I think he is making improper payments to secure contracts for our business, but he told me this is not illegal because he is not our employee and is using his fee as he thinks fit. Is he right?**

No. The sales agent is an 'associated person'. If the bribe is offered or paid to benefit our business, it is irrelevant whether that person is an employee, an agent or any other intermediary, or even where in the world they are working. Our operating companies are working. Our operating companies are responsible for the actions of associated persons in connection with their work for the actions of associated persons in connection with their work for us.

The Group Anti-Bribery and Corruption Policy and other supporting policies are available on [global policies microsite](#).

## Doing business lawfully

# Competition and anti-trust

**Our brands and products should compete on their own merit. We believe in competing fairly with our competitors and dealing fairly with our customers and suppliers. This means that we comply with all competition and anti-trust laws in markets where we operate.**

A breach of competition or anti-trust legislation can result in a heavy fine and potentially a prison sentence for individuals convicted.

You must never formally or informally, written or orally:

- Agree with a competitor to fix prices. This includes setting a minimum price, agreeing the amount or percentage by which prices are to be increased or agreeing a price range.
- Agree with a reseller to fix minimum prices of products or services.
- Agree with a competitor to allocate markets. This includes by product, territory, type or size of customer, or in any other way which would have an anti-competitive effect.
- Coordinate with competitors on the submission of tenders or bids to prospective customers.
- Share confidential or commercially sensitive information with competitors, such as price information, costs, sales data and investment plans.



**I met the sales director of a competitor at a conference and she asked whether we intended to increase our prices this year. What should I say?**

Nothing. You must not discuss pricing or any other confidential commercial information with competitors.

### **What does this mean for me?**

- Familiarise yourself with the legislation and any additional guidelines in your local market.
- Take care in any discussions with competitors.
- Seek advice from your relevant DMGT Legal contact if you are unsure.

## Safeguarding our assets

# Information security and data protection

**Our operating companies provide customers with live, relevant and often vital information. Preserving the integrity, availability and confidentiality of our information is critical to our success.**

All employees have a personal responsibility for the security of data they have access to. This may include commercially sensitive data or personal data about other employees, customers, suppliers and other business partners. We must handle data responsibly and in compliance with all applicable data protection laws. In the ‘What does this mean for me?’ section is some of the safeguards all employees must take to protect data.

An information security incident could result in significant reputational damage to our Group. A breach of specific data protection legislation can also result in heavy fines.

The DMGT Information Security Policy and Standards set the expected level of information security procedures in our operating companies.

These documents are available on [global policies microsite](#).



**I’m going on holiday and a colleague is covering my role. Can I give him my username and password to login to the systems I use?**

No. Your password should always be kept secret and never disclosed to colleagues. Your colleague should request to be set up with his own username and password to access the necessary systems.

### What does this mean for me?

- Passwords must never be shared with other people, repeated across multiple accounts or written down. They should be difficult to guess and immediately changed if they have been compromised.
- Be cautious when opening attachments or clicking on links in e-mails – check they are from trusted sources.
- Consider what data you are sending and ensure it is password protected or encrypted where appropriate.
- If you process or store personal data relating to others, ensure it is kept secure, relevant and not excessive, it is kept up to date and is not kept longer than is necessary.
- Only use and install software authorised by your IT department.
- Portable devices such as laptops, removable storage devices, mobile phones and tablet computers must be encrypted and kept safe from theft.
- Where available, apply two factor authentication to your corporate accounts.
- Ensure all mobile devices such as smartphones and tablets are protected by a passcode or keypad lock.
- Never use personal e-mail accounts to send or receive business e-mails.
- For roles that involve handling card payments, be aware of and adhere to the Payment Card Industry Data Security Standards.
- Take care when discussing or viewing commercially sensitive data or personal data in public places.
- Immediately report any incident or suspected incident, such as loss of equipment, commercially sensitive or personal data loss, computer virus or other malicious software.

## Safeguarding our assets

# Communications

**We must always be aware that whatever we do and say in public represents DMGT.**

### External communications

No one should make public comments on behalf of DMGT or any of our operating companies unless they have prior approval from DMGT.

We all have a duty to protect DMGT's confidential information. You should not share any confidential information you receive either internally or externally unless you have permission to do so.

### Email

Email is widely used throughout DMGT and is an extremely valuable tool for fast and efficient communication. However, improper use can pose risks both for DMGT and anyone who uses its email.

Be as careful about sending an electronic message as you would a letter on our headed notepaper.

You may use company email, telephones, and internet resources primarily in connection with your role for the business.

The company may monitor your use of email and/or internet usage, and your use of applications. In addition, your telephone calls may be recorded. Remember, DMGT and its may be liable for what you do from using company resources, whether we are aware of it or not.

Basic principles of email usage are:

- Do not use email in any way that may be considered to be unlawful, inappropriate, or could damage the reputation of DMGT or any of its operating companies.
- Do not send, request or store offensive, defamatory, harassing or discriminating material such as sexually explicit or obscene messages and images.
- Do not send or request unlicensed software.
- Do not send emails with large attachments or 'cc' to excess.
- Do not send, request or store files which may obstruct or slow down the system (DMGT and its operating companies have the right to delete any emails that infringe this rule).



**A journalist has called me asking for my thoughts on a recent business issue, should I talk to him?**

No, media enquires on matters affecting DMGT at Group level or another DMGT operating company should be referred, without comment, to DMGT unless otherwise agreed in advance.



**My Partner has a start-up business and would like to temporarily use my work email to help him with the initial set up. Can I do this?**

No. You should not provide access to your work email to another individual. The company email should only be used in connection with your role for the business.

## Safeguarding our assets

# Communications

### Social media

Social media is a great way to engage with our customers and promote our businesses, brands, people and values. We actively encourage you to take part in the social conversation, be proud of achievements and share experiences.

When using social media sites in your personal capacity, be sensible when discussing work. Stick to the principles of this Code and the DMGT Social Media Guidelines. Identify yourself if you're talking in a professional context.

Remember to protect confidential information and intellectual property. Be aware of who your audience is. Social media is in the public domain – your posts may be read by colleagues, competitors, customers, suppliers or the media. Exercise judgment when talking about your work. Would your company be happy to share the information you're sharing? If not, you shouldn't.

If you talk about, or reference, your work but express a personal opinion, state that the views are your own. Respect your audience and never use insulting, obscene, defamatory, inflammatory or discriminatory language.

When in doubt, remember that there is no limit to the amount of people who can see your social media post – from your colleagues to your competitors to your boss.

DMGT's Social Media Guidelines are available on [global policies microsite](#).



**I want to set up a Twitter account and might mention some of the promotions we are doing at work. Can I do this?**

Yes, as long as nothing you reveal is confidential, you identify yourself as an employee of the company, state that all views are your own and ensure you don't tweet anything which contravenes the Code of Conduct.

### What does this mean for me?

- Ensure your internal and external communications are professional, timely and, when necessary, approved.
- Make no statements that could have a negative impact on DMGT or any of its operating companies.
- Keep confidential information confidential.
- Never use insulting, obscene, defamatory, inflammatory or discriminatory language.
- Never send or store offensive, defamatory, harassing or discriminating material.
- Understand and comply with DMGT's Social Media Guidelines.

## Safeguarding our assets

# Committing to contracts and expenditure

**We expect you to show integrity, sound judgment and rigour when spending company funds and being proactive in safeguarding company assets from loss, damage, theft, waste and improper use. The misuse or misappropriation of company resources and assets is strictly forbidden.**

This also applies to any Travel and Entertainment (T&E) expenses you incur for work. In all cases T&E costs should be strictly for the purposes of business and in line with your operating company's T&E policy.

You must never commit your business to contractual obligations unless you are authorised to do so by delegated authority in your operating company. DMGT Essentials details instances where operating companies must seek DMGT approval for contracts.



**I haven't officially been given authority to sign contracts, but a supplier is insisting I sign now otherwise the rates will increase. I'm worried that the company will lose out if I don't sign the contract now. What should I do?**

If you have not been granted formal delegated authority to sign contracts on behalf of your operating company, you cannot sign the contract. Explain to the supplier that if they want the contract, they must wait until an appropriate person is available to sign.

### **What does this mean for me?**

- Take care with company assets and safeguard them from loss, damage, theft, waste and improper use.
- Familiarise yourself with your operating company's T&E policy.
- Only submit T&E claims for genuine business expenses.
- Never commit your operating company to expenditure beyond your delegated authority.



## Safeguarding our assets

# Intellectual property and brands

**We have a huge amount of Intellectual Property across the DMGT Group and these valuable assets differentiate us from our competitors.**

Intellectual Property (IP) can include copyright, patents, logos, designs and trademarks. IP is the unique and valuable ideas that our companies create.

We can all ensure we protect our IP and prevent it from being misused by others. Each operating company in the Group should ensure that the necessary trademarks or other protections are in place to ensure the protection of IP. If you become aware of another company that is using the IP of a DMGT operating company, tell your line manager, legal function or relevant DMGT Legal contact.

In addition, we should also ensure we do not use the IP of other businesses without express written consent of such other businesses.

We have a number of leading brands within the Group, which are valuable assets. They define our values and give our customers assurance of quality, give us credibility and have a monetary value in the form of goodwill. It is essential we protect our brands by using them correctly and ensuring no one else misuses them.



**A supplier wants to use our logo on their website to that we are one of their clients, can they do this?**

You will need to check this with your communications or marketing department plus your legal department or relevant DMGT Legal contact. If they are given permission you, should ensure they use the logo in accordance with your Brand Guidelines.

### **What does this mean for me?**

- Immediately pass all IP related queries to your legal function or DMGT Legal contact.
- Ensure you refer to your Brand Guidelines when using your operating company's logos or branding.
- Ensure you refer stakeholders who are using our brand to the appropriate Brand Guidelines.
- Advise your legal or DMGT Legal contact if you think one of our brands or any of our IP is being abused.
- Do not use the company brands for something which is not official company business.
- Do not use the IP, brands or logos of another organisation without their written permission.

## Treating people with respect

# Diversity and inclusion

**We are committed to creating the right working environment so everyone can perform at their best. We promote an inclusive workplace in which every individual feels respected and valued.**

We value and support equality, diversity and inclusion. This means we do not discriminate based on gender, age, race, disability, marital status, pregnancy or maternity, religion or belief, colour, nationality, ethnicity, sexual orientation or gender reassignment.

All decisions on recruitment, promotion, training and development, and salary increases are based on merit.

You have the right to equality of opportunity and a duty to adhere to it in your interactions with colleagues, contractors, customers, suppliers or anyone else you may encounter through work.

You also have the right to be treated with respect and dignity and treat others to the same standard. We will not tolerate any form of abuse, harassment, bullying or discrimination of employees, contractors, customers, suppliers or anyone else we deal with.

If you have any concerns, you should raise them with your HR function, your line manager or refer to the DMGT Speak-Up Policy.



**I'm recruiting for a new member of my team and would like to employ a woman to balance out the genders of the team. I've had some male applicants - can I turn them down before I interview?**

No. This is unfair and potentially unlawful. If the male applicants are qualified to perform the role, you must not discriminate against them and should interview and consider them for the role without regard for their gender.



**I think my line manager is bullying one of my colleagues but how can I raise a concern about my line manager?**

If appropriate, you could raise your concern to other senior management such as the head of HR, finance or legal. Alternatively, you can contact the independent Speak-Up facility to raise your concern.

### **What does this mean for me?**

- Base any employment decision you make on merit.
- Treat others with respect and dignity – do not behave in a manner that is abusive, bullying, discriminatory, or engage in any form of harassment, sexual or otherwise.
- Report discriminatory, abusive or harassing behaviour.

## Treating people with respect

# Health and Safety

**We will not compromise on health and safety. We all have a responsibility for ensuring the health, safety and welfare of our employees, contractors and visitors at all of our locations.**

All our operations must be conducted in accordance with applicable health and safety laws and regulations, the DMGT Group Health & Safety Policy and operating companies' health and safety policies.

You have a responsibility for your own safety and those around you. This means you should never undertake a task without the necessary training, planning and equipment. It also means you should promptly report any incidents, 'near misses' or other concerns you have about health and safety in and around your workplace to your operating companies' health & safety officer, line manager or refer to the DMGT Speak-Up Policy.

Working while your performance is impaired by alcohol or drugs can seriously compromise your safety and that of others. The possession or use of illegal drugs in DMGT or any of its operating companies' offices, client offices or other workplaces is strictly prohibited. Concerns you may have about a colleague's use of drugs or alcohol should be reported to your HR function.

The Group Health & Safety Policy is available on [global policies microsite](#).



I've seen some loose cabling in the office that looks like it could be dangerous. My colleague told me that it's a facilities issue so it's not up to me to report it. Is she right?

No. We all have a responsibility for ensuring the safety of our working environments. You should report the matter to your operating company's health & safety officer or facilities team so the issue can be rectified before any serious accidents occur.

### What does this mean for me?

- Familiarise yourself with and follow your operating company's Health & Safety Policy.
- Understand the risks associated with your role and seek the appropriate supervision, training or equipment to avoid risks to health and safety.
- Promptly report incidents, 'near misses' and other concerns.
- Never work under the influence of alcohol or drugs.
- Challenge unsafe behaviours of others.