STAFF CHRISTMAS PARTY 2018

IMPORTANT – ALL EMPLOYEES MUST READ

As you are aware the Company Staff Christmas Party is upon us. It is being held at [Location] on [date] December from [Time]. This is a time for us to celebrate the festive season and enjoy each other’s company socially. Please remember however, that it is a work function and an appropriate standard of conduct is expected.

Drugs and Alcohol

The Company will provide food and drinks at the Christmas party including alcoholic beverages. If you choose to drink alcohol, you must ensure that you drink responsibly. Drinking responsibly involves not drinking till you are ‘drunk’ and eating enough to ensure the effects of alcohol is reduced. If you have any special dietary requirements in relation to food or drink, please let us know as soon as possible.

The Company Code of Conduct applies to the Christmas Party as a work function. We remind you that the use of illegal drugs and excessive consumption of alcohol is prohibited at all times during the Christmas Party.

The Company reserves the right to require the venue to refuse service of alcohol to any member of staff who is in the Employer’s view behaving inappropriately.

Behaviour at the Party

The Christmas Party is an opportunity to celebrate and enjoy ourselves. However, please remember the party is a work function and accordingly, you must behave appropriately. The Company has in place a Workplace Health and Safety Policy, Bullying and Harassment Policy and we remind you that the Policies apply to the Christmas Party. If any issues arise during the party please contact one of the Contact Persons listed below for assistance.

If you have not received the Policy referred to above, please contact us as soon as possible. You should ensure that you have read and understood the Policy or the standard of conduct expected of you at the party.
Transport

If you are drinking alcohol at the Christmas Party, you should not drive. The following transport arrangements will apply to assist with your safe travel to and from the Christmas Party:

Transport Type:

Transport Departure Points:

Transport Departure Times:

If you become intoxicated or unwell at the Christmas Party and you are not able to safely use public transport, please contact one of the Contact Persons listed below who will arrange an alternative means of safe transport.

Contact Persons

There will be a number of contact persons attending the Christmas Party to deal with any issues that may arise during the course of the party.

These contact persons are:

Name: Mobile Number:

Name: Mobile Number:

Name: Mobile Number:

ENJOY THE PARTY AND MERRY CHRISTMAS