

XX/XX/20XX

### **Important — All Employees Must Read**

As you are aware the <<\*>> ('<<\*>>') Staff Christmas Party is upon us. It is being held at <<\*>> on XX/XX/20XX from <<\*>>. 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 behaviour and conduct is expected.

#### **Drugs and alcohol**

<<\*>> 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 excessively to become 'drunk' and eating enough to ensure the effects of alcohol are reduced. If you have any special dietary requirements in relation to food or drink, please let <<\*>> know as soon as possible.

<<\*>>'s <<\*>> 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. <<\*>> reserves the right to require the venue to refuse service of alcohol to any member of staff who is in the <<\*>>'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. <<\*>> has in place a <<\*>> and <<\*>> and we remind you that these 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.

#### **Not required to return to work after party**

The Christmas Party will end at <<\*>>. If you choose to continue socialising with work colleagues after the party has ended, that this is a private matter. However, if you are able to be identified as a representative of <<\*>>, and/or you remain in the company of work colleagues from <<\*>>, please remember that you are required to conduct yourself appropriately.

#### **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:

- <<\*>>

### **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:

- <<\*>>

**Enjoy the Party and Merry Christmas**

SAMPLE