
CHRISTMAS PARTY MEMO

TO: ALL STAFF

FROM: MANAGEMENT

SUBJECT: CHRISTMAS PARTY

DATE: DECEMBER 2018

Dear Team,

As you are aware the Christmas Season is approaching and we will be having our company party.

This is a great event and I hope everyone can make it, however I am just writing to remind everyone that it is a work event. As such you are reminded that you are expected to behave in a manner that reflects the company values of respect and dignity for its employees.

If you are having a drink, please take responsibility of your consumption and don't over indulge as this could result in behaviour that may cause an issue for you or the company.

You are also reminded that you are expected to adhere to the company Bullying and Harassment policy while at company events. Please remember that if someone indicates that your behaviour is unwelcome, stop whatever it is that you are doing and be respectful if their position.

We are encouraging everyone to have a good time but are asking you to be mindful that your own behaviour does not affect another member of the team.

Also, please remember that if you are posting on Social Media platforms, that you keep the posts appropriate and in line with company expectations. Please do not post inappropriate statements of photos that undermine employee or company credibility.

You will be provided with a copy of the Corporate/Social Events Policy in advance of the event.

Any complaints will be addressed through the company's Grievance and Disciplinary procedures.

Signed,

Management