CORPORATE SOCIAL EVENTS POLICY

**Scope**

This policy applies to all employees and vendors of COMPANY.

**Purpose & Aims**

This policy sets out the Company’s expectations with regards to the behaviour of employees and vendors who are in attendance at social events that have been arranged by the company.

**Related Policies, Procedures & Processes**

This policy should also be read in conjunction with:

* Company Disciplinary Policy
* Company Grievance Policy
* Company Prevention of Bullying and Harassment in the Workplace Policy
* Social Media Policy
* Company Vehicle Policy

(Delete if not in place)

**Policy Overview**

Company Social events are an effective means of acknowledging employee’s contribution and a tool in developing a positive culture within organisations.

Due to the social element, there is the risk that employees or managers may act in a manner that could be deemed inappropriate by the company or their peers.

**Alcohol**

On occasion the company may supply alcohol at Social Events, however this will adhere to a strict principle of “Drink Responsibly” and each attendee is expected to ensure that they manage their own consumption.

At events that do provide alcohol each employee is reminded that they are expected to behave in a manner that reflects the company’s values and internal policies. Please see a list of the relevant documents above.

Employees that are issued with a vehicle are expected to ensure that they have made reasonable accommodation for their travel to and from the event. Any employee found to be driving a company vehicle while intoxicated as a result of a company Social Event will be reviewed in line with the company disciplinary policy with a potential sanction of up to and including dismissal following a thorough internal review.

If you are required to drive as part of a work activity on the morning after a Company Social Event please ensure that you have made appropriate accommodations.

**Narcotics**

All employees are reminded that the use of illegal narcotics is strictly forbidden and any employee found to be intoxicated as a result of taking such substances or who is found to be supplying narcotics at a company Social Event will be subject to a review in line with the Company Disciplinary Policy with a potential sanction of up to and including dismissal following a thorough internal review.

**Discrimination**

Employees have the right to enjoy a Company Social Events free from harassment and discrimination of any kind. COMPANY has a duty of care to ensure that all of its employees receive this right and requests that employees ensure that all Social Events are free from harassment and discrimination.

**Harassment and Sexual Harassment**

Sexual harassment is defined as any form of verbal, non-verbal or physical conduct of a sexual nature, which has the purpose, or effect of violating a person’s dignity and creating an intimidation, hostile, degrading, humiliating or offensive environment for the person. The unwanted conduct may consist of acts, requests, spoken words, gestures or the production, display or circulation of written words, pictures or other material at a corporate social event constitutes sexual harassment at work.

As with any other work activity, employees are reminded that while attending a Company Social Event they are required to behave in a manner that respects the rights of their colleagues will be reviewed in line with the company disciplinary policy with a potential sanction of up to and including dismissal following a thorough internal review.

Employees who are unclear on this guideline are requested to read COMPANY Anti Bullying and Harassment Policy in advance of a corporate social event.

**Accommodation**

Accommodation may be provided by the business from time to time. Whereby you have been provided with accommodation, the room is your responsibility. No other employees may utilise the accommodation without written consent in advance from the business. Any breach of this section or any other damages/costs arising from the use of the room will be the responsibility of the person to whom the accommodation was provided.

**Absenteeism and Poor Performance**

Employees are reminded that it is their own responsibility to ensure that they are capable of attending work and performing to the expected standard the day after a corporate social event.

**General Behaviour**

Employees are reminded that the company has an expectation that attendees will behave in an appropriate manner that is consistent with our company values.

Employee behaviour reflects COMPANY image. Any employee that is unsure of the expectation of the company is advised to review disciplinary, grievance, anti-bullying and harassment policies in advance of attending any corporate social event.

**Social Media**

While Social Media is a great way to document an enjoyable night it is important to ensure that any postings relating to employees, management or clients of COMPANY are represented in a manner that is consistent with the company Social Media Policy as well as the Company Prevention of Bullying and Harassment in the Workplace Policy.

Please take particular care with postings and photography / videography of the night. Any postings on social media platform that are deemed to be inappropriate may be reviewed through the company Disciplinary Procedure. Videos or images that identify an individual should not be posted without the express consent of the individual.

**Responsibilities**

Management and others in positions of authority have a particular responsibility to ensure that inappropriate behaviour does not take place.

Management will:

* Promote awareness of the policy and complaints procedures in advance of corporate social events
* Limit the amount and type of alcohol that is consumed at any event by means of drink vouchers or having the most senior manager present purchase the alcohol
* Establish a time that the event will end, where the Company is no longer responsible for any employees that choose to continue to consume alcohol and where the Company is not responsible for ensuring that employees make their way home safely
* Respond sensitively to an employee who makes a complaint of bullying or harassment

**Abuse of this Policy**

Any abuse in the application of this policy will be dealt with in accordance with the Company’s Disciplinary Policy and Procedure and may result in disciplinary action being taken, up to and including dismissal if proven to have occurred.

**Alterations and Amendments**

The Company reserves the right to amend or withdraw this policy at its absolute discretion, in accordance with the needs of the business.

Any such changes will be notified to employees by the appropriate means.

**Additional Information**

For any further information, please contact a member of the management team.