

## Insert Company Name

[Click here to enter a date.](#)

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

As you are aware Insert Company Name Staff Christmas Party is upon us. It is being held at Insert Venue on [Click here to enter a date.](#) from Insert 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**

Insert Company Name 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 Insert Contact Person know as soon as possible.

Insert Company Name Drug and Alcohol Policy 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. Insert Company Name 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. Insert Company Name has in place a WHS Policy and we remind you that the Policy applies 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**

*\* For further details you will need to purchase the document*