

TOOL TYPE	<b>CHECKLIST</b>	LAST REVIEWED	<b>12/04/13</b>
GEOGRAPHY	<b>US</b>	SOURCE:	
		<b>ORIGINAL</b>	

## **POLICY ON EMPLOYEE CONSUMPTION OF ALCOHOL AT COMPANY FUNCTIONS**

**PURPOSE:**

Use this model policy to curtail employee drunken behavior at holiday parties and other company functions.

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## **POLICY ON EMPLOYEE CONSUMPTION OF ALCOHOL AT COMPANY FUNCTIONS**

### **A. POLICY**

ABC Company is committed to limiting the consumption of alcohol by employees and other guests at ABC Company functions. Possessing, consuming or using alcoholic beverages at ABC Company functions is acceptable only with prior approval from the Company official in charge of the function. After granting approval, that manager has ultimate responsibility for ensuring that employees and guests comply with the guidelines presented below. In addition, all managers, supervisors, and employees are responsible for complying with ABC Company Codes of Conduct and HR policies during official ABC Company functions and may face disciplinary action up to and including termination for violations.

### **B. REASON FOR POLICY**

Excessive alcohol consumption may endanger the health and safety of ABC Company employees, guests, and members of the public and result in inappropriate behaviour that harms ABC Company's public reputation and standing in the community.

### **C. SCOPE OF POLICY**

- This Policy applies to all active employees of ABC Company
- ABC Company functions to which this Policy applies include but are not limited to Company Christmas and holiday parties, receptions for business guests, civic or business organizations, retirement and anniversary parties, Company picnics and outings, and year-end recognition events.

### **D. REQUIREMENTS FOR ALCOHOL CONSUMPTIONS**

- Employees who choose to drink alcoholic beverages at ABC Company functions are expected to behave in accordance with usual business standards and all Company policies and Codes of Conduct.
- The manager with ultimate authority over the group holding or in charge of the ABC Company function where alcohol is served is responsible for ensuring compliance with these guidelines.
- Alcoholic beverages may not be served in offices or work areas.

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- Alcohol may be served and consumed only in designated areas or rooms such as dining rooms, lounges, and cafeterias.
- Self-serving of alcoholic beverages at ABC Company functions is strictly prohibited—alcohol may be provided but employees must have it served to them and may not help themselves.
- Any off-site functions will be held in appropriately licensed facilities, with drinks served by professional bartenders.
- Food must be available where alcohol is served.
- Alcoholic beverages will be served for a restricted period of time, generally no more than two hours.
  - Possible exception: If the function is planned for a long period of time, e.g., a full or half day, alcohol may be served for a longer period with prior management approval.
- Alcohol service must end no less than one hour prior to the end of the function.
- Alcohol may not be served to minors or anyone who appears to be impaired.
- Safe passage home must be arranged for anyone who appears to be impaired.

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