Alcohol Consumption at Company Events Policy



1. **POLICY STATEMENT**

_____ is committed to limiting the consumption of alcohol by employees and other guests at _____ functions. Possessing, consuming or using alcoholic beverages at _____ 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 _____ Codes of Conduct and HR policies during official _____ functions and may face disciplinary action up to and including termination for violations.

2. **PURPOSE**

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

3. **SCOPE OF POLICY**
    - This Policy applies to all active employees of _____
    - _____ 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.

4. **REQUIREMENTS FOR ALCOHOL CONSUMPTION**
    - Employees who choose to drink alcoholic beverages at _____ 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 _____ function where alcohol is served is responsible for

ensuring compliance with these guidelines.
- Alcoholic beverages may not be served in offices or work areas.
- 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 _____ 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.