

Social Functions Policy



1. Objective

[Company Name] recognizes that employees may wish to arrange social functions on company premises during regular business hours to celebrate special events, such as baby showers, retirements and other special occasions. This policy sets out parameters and procedures for such events. Nothing in this policy should be read to limit the rights of employees under federal, state or local labor and employment laws. Further, [Company Name] reserves its right to maintain and enforce valid no-solicitation and no-distribution rules consistent with federal labor laws.

2. Procedures

- Social events held on company premises and during regular business hours are to be limited to special occasions only
- Departmental celebrations of employee birthdays should be held within the departmental area or off company premises during regular lunch break times. Such organized lunches should be limited to the normal time allowed for lunch.
- Special celebrations should be arranged at least 10 days in advance and require prior approval from the director of administrative services (if a public area is to be used) or the vice president of human resources (HR). The vice president of HR will announce the event at the next regularly scheduled management meeting so that department heads will be informed as to any changes in lunch periods resulting from such events.
- Such events are to be held during regular lunch break times or after business hours and should not result in a reduction or disruption in customer service in any department or function.
- Company funds will not be available for use for such functions with the exception of the company holiday party and annual picnic.
- All arrangements for permissible events other than company-sponsored functions will be made by employees on a voluntary basis and on break time or other nonworking time.