

# Consumption of Alcohol at Company Functions Policy



*Adapt this policy for your company's HR and OHS policies, and train all employees on it. It's also a good idea to review the policy with employees a few days before any company function at which alcohol will be served.*

## **1. POLICY**

[Insert name of company] ("Company") is committed to limiting the consumption of alcohol by employees and other guests at Company functions. Possessing, consuming or using alcoholic beverages at 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 the Company Codes of Conduct and HR policies during official Company functions and may face disciplinary action up to and including termination for violations.

## **1. REASON FOR POLICY**

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

## **1. SCOPE OF POLICY**

This policy applies to all active Company employees.

The Company functions to which this policy applies includes, but is not limited to:

- Company holiday parties
- Receptions for business guests, civic or business organizations
- Retirement and anniversary parties

- Company picnics, barbeques and similar outings
- Year-end recognition events.

## **1. REQUIREMENTS FOR ALCOHOL CONSUMPTION**

- Employees who choose to drink alcoholic beverages at 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 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.
- Alcohol may be served and consumed only in designated areas or rooms such as dining rooms, lounges, break rooms and cafeterias.
- Self-serving of alcoholic beverages at Company functions is strictly prohibited—alcohol may be provided but employees must have it served to them and may not help themselves.
- If alcohol is not provided by the Company, employees may not bring and consume their own alcoholic beverages.
- Any off-site functions must 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. (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.

## **OTHER RESOURCES**

### **10 Tips for Planning a Safe Company Holiday Party**

#### **Holiday Party Safety Checklist**