

SOCIAL EVENTS POLICY

1. Policy Statement

1.1. From time to time, the Guild may arrange social events. The organisation may also run work-related social events to which others might also be invited. During such events employees are required to behave in an appropriate manner.

1.2. This policy does not form part of any employee's contract of employment and may be amended at any time.

2. Scope and purpose of the policy

2.1. Although these events take place away from the workplace and outside of normal working hours, the Guild's policies and expected standards of behaviour apply to such events. While management wants everyone to enjoy these social events, it is up to individual employees to ensure that their behaviour is acceptable. Specifically:

2.2. Employees should consume alcohol only in moderation at work-related social events, irrespective of whether or not the Guild provides or pays for the drinks.

2.3. It is strictly forbidden for any employee to use classified drugs at any work-related social event.

2.4. The Guild's policy on harassment and bullying applies to work-related social events.

2.5. Employees should not say or do anything at a work-related social event that could offend, intimidate, embarrass or upset any other person, whether as a joke or not.

2.6. Employees must not behave in any way at any work-related social event that could bring the Guild's name into ill repute.

2.7. Employees must not consume excess alcohol such that you may not be fit for work if the next day is a working day.

2.8. Any breach of the above rules will result in disciplinary action being taken, up to and including summary dismissal.