

# Guidelines for Official Work Parties with Alcohol

Dear Team,

We love coming together to celebrate milestones and successes. To ensure everyone enjoys these events in a safe, respectful environment, here are a few important things to keep in mind.

## 1. These Events are an Extension of Our Workplace

- Any party, gathering, or outing organised, endorsed, or paid for by the company is an extension of our workplace.
- All workplace policies, including the POSH (Prevention of Sexual Harassment) Policy and our Code of Conduct, fully apply.
- Personal plans after the official event (e.g., moving to someone's house or another venue) are not covered by company policies — please make safe choices.

## 2. Respect is Non-Negotiable

- Treat everyone with dignity and respect — even at a party.
- Jokes, comments, touching, or advances that make someone uncomfortable are never acceptable.
- Consent must be explicit and voluntary — alcohol is not an excuse for bad behaviour.

## 3. Alcohol Guidelines

- Alcohol served at official parties will be limited to beer and wine only (or as per your company policy).
- Drink responsibly — moderation is expected.
- Non-alcoholic beverages will always be available. No one should feel pressured to drink.

## 4. Safe Environment

- Stick to well-lit, safe venues.
- Use arranged transportation if you need it (e.g., company cab tie-ups or reimbursements if available).
- If you feel uncomfortable or notice inappropriate behaviour, reach out to our Internal Committee (IC) members immediately. Their contact details will be available at the venue.

## 5. Know When the Party Ends

- The official event ends at the time and venue mentioned in the invite.
- After-parties or private plans beyond this point are personal and not covered under company policies.

## 6. Zero Tolerance for Misconduct

- We have a zero-tolerance policy for any form of harassment.
- Any incident will be addressed seriously and confidentially under our POSH Policy.
- You can always reach out to our IC at [insert IC email/contacts here].

## 7. Let's Look Out for Each Other

- If you see someone in an uncomfortable situation, step in or alert the event organisers.
- Don't hesitate to say "No" to anything that crosses your boundaries.

### **Celebrate Responsibly, Celebrate Together**

Our goal is to have fun while making sure everyone feels safe and respected. Let's create memories we'll all look back on positively.

If you have any questions about these guidelines, reach out to your manager or the POSH Internal Committee at any time.

[Company Name] HR Team

Date: [Add date]