



WORK-RELATED SOCIAL EVENTS POLICY

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A) INTRODUCTION

This policy explains what type of behaviour the Company expects from you when you attend work-related social events. Examples of 'work-related social events' are given below but this is not considered an exhaustive list. Events taking place in the UK and abroad, when on Company business, are within the scope of this policy.

Employees who breach this policy, or otherwise bring the Company into disrepute, will be subject to the Company's disciplinary procedure which may result in formal disciplinary action up to, and including, dismissal.

This policy should be read in conjunction with the Company's equality, diversity and equity policy, bullying and harassment policy and code of conduct.

B) DEFINITION

At any work-related event, you are under a duty to represent the Company professionally. This extends to social events which, although not normally considered as 'work', may well be considered as an extension of the workplace.

Such events may include:

- Team days or events which you attend on account of your position within the Company
- Privately arranged events to which you are invited because you are an employee of the Company
- Christmas parties organised by the Company, or other similar gatherings throughout the year.

Attendance at these events is voluntary and all members of staff attend on an equal, social footing.

C) EMPLOYEE RESPONSIBILITIES

The Company requires its employees to behave responsibly at all times, including during work-related social events. You should always be aware of your role as a representative of the Company and that your conduct has a significant influence on our reputation. We trust that you will be capable of exercising good judgement during work-related social events but employees should be aware of the provisions of this policy.

You must respect all property and premises when attending any work-related social event and you may be liable for the cost of any repair or replacement because of your actions. We reserve the right to make an appropriate deduction from any monies owing to you should it be found that any damage or loss to property or premises at any work-related social event was a result of your actions. Disciplinary action may also be taken against you.

D) STANDARDS OF BEHAVIOUR

In all circumstances, you are expected to behave in an appropriate and responsible manner. The Company's normal rules on behaviour, including the

employee code of conduct, will continue to operate during the social event and at any subsequent or follow-on event attended by members of staff.

You should not engage in discriminatory, harassing or aggressive behaviour towards any other person either before, during or after the social event. The Company's policies on bullying and harassment continue to apply and a breach of these policies will be treated as a disciplinary matter.

It is acknowledged that alcohol will be readily available at the majority of social events. You must drink responsibly and never drink before driving. The Company's zero-tolerance approach to illegal drugs will operate throughout social events. The use of illegal drugs will be considered a disciplinary matter.

The Company recognises the importance of work life balance and, while we do not intend to restrict your activities outside of working hours, it is important to remember that activities which result in adverse publicity to the Company, or which cause us to lose faith in your integrity, may give us grounds for your dismissal regardless of whether they occur during or outside of working hours.

We strongly discourage all employees from engaging in workplace discussions during work-related social events. Staff are attending these events in a social capacity on an equal footing, and it will be inappropriate to discuss workplace matters during these times.

We encourage staff to discuss workplace matters, or raise any concerns they have regarding their employment, with their line manager or other appropriate manager during working hours.

Paul Battershall
General Manager