

[To be printed on headed paper]

Company Party Memo

We are all looking forward to enjoying this year's Company Party which will take place at on
[Please note the dress code is...]

However, without being seen as party poopers it is important that we remind you of your responsibilities to ensure we all have an enjoyable time.

We would therefore like to remind you that you [and your guest] are required to behave in an appropriate manner and conduct yourself responsibly throughout the event.

- Please ensure you drink responsibly and in moderation. You are still responsible for the health and safety of yourself and others, and this must not be compromised by excessive drinking
- Do not drink and drive. Make suitable arrangements in advance to ensure that you have a means of getting home after the event. If you are driving ensure you are well within the legal limits.
- Bringing or consuming illegal drugs at a Company event is not permitted.
- Unacceptable conduct or behaviour will not be tolerated. This includes discrimination, harassment, violence or aggressive behaviour, or abusive or inappropriate language towards other employees, guests or other event attendees including venue staff.
- Do not behave in a way that may bring the Company into disrepute. You are still representing the Company.

Any failure in the above will be subject to the Company's disciplinary process.

[It is still a requirement for you to be fit to report for work the following morning, unless you have booked the time off in advance. Any absence due to illness must be supported by a Doctor's Certificate confirming the reason is not due to the excesses of the event. A hangover is not an acceptable reason for absence or under performance.]

We hope you will understand our need to provide this information to ensure everyone can enjoy the event in the manner in which it is intended, and not cause problems to others or the company following it.

If you have any concerns during or following the event please see a Manager or a member of Personnel.

Signed

Human Resources: Company Party Memo Aid

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