**During Employment | Work Related Functions & Events**

**Comms to employees about expectations around behaviour
and conduct at work related functions & events**

**When to use this DOCUMENT**

Use these sample comms in the lead up to any work related function and event so that they are aware of expectations around what is appropriate, respectful and acceptable behaviour and conduct.

These comms should also be accompanied by staff completing the Work Function Related Policy Acknowledgement form.

**Getting this document ready**

1. Save a copy of the original document along with your finalised version as part of your HR Toolbox (aka on your HR shared drive / SharePoint) so that both are accessible in the future.
2. So that the letter is branded to your Practice, feel free to add your logo or print the comms on letterhead. You could also cut and paste the content into an email if you want.
3. The template is colour coded to assist you to complete it accurately. You simply need to replace the [fields highlighted in yellow, including the square brackets] with information that applies to the individual and situation. Remembering to delete the [ ] square brackets as you go.

Explanatory information and alternate options are highlighted in green. These drafting notes must be deleted once you have finished the letter. Similarly, all alternate drafting options not used must be deleted before the document is issued.
4. Ensure you read the document, so you know what it says! If there are any parts that don’t apply to you or you want to re-word, be sure to edit these and make changes. If you have any questions about your changes reach out to HIES to discuss.
5. Now that you have read these instructions, make a start on tailoring the comms and disseminating to staff.
6. Remember to provide staff with the relevant policies and a copy of the *Work Function Related Policy Acknowledgement* for them to complete, sign and return to you. The signed Acknowledgment is then placed on the staff member’s personnel file, for future reference if needed.

**Need help?**

Contact HIES on 07 3386 6488 or email us at admin@healthindustryes.com.au to discuss.

**Comms #1**

**Email or hand to staff approximately any time in the lead up to
but at least 3 or 4 weeks before the work related function and event**

**Copy & paste the below comms into an email or onto letterhead**

**IMPORTANT MESSAGE – ALL STAFF MUST READ**

Hi Everyone,

Option 1 | We are all excited and counting down to the [Clinic Name] [Function Name eg. End of Year Celebration] which is being held on [date], from [start time] to [end time] at [location].

Option 2 | As you are aware, the [Clinic Name] [Function Name eg. End of Year Celebration] is being held on [date], from [start time] to [end time] at [location].

This is a wonderful time for us to come together and celebrate [insert reason eg. the festive season // our team and achievements throughout the year] by enjoying some social time together. We want everyone to feel welcome and to have a good time.

Please remember that the [Function Name eg. End of Year Celebration] is a work event. This means while you’re having fun, please continue to conduct and behave in a manner that is respectful and appropriate. With this in mind, it is timely that we ask you to read the policies set out in Work Function Related Policy Acknowledgement form. Some examples of the policies you need to read and understand cover topics such as harassment, work health and safety and our Code of Conduct.

You can find copies of the relevant policies [where eg. in our Handbook // on our shared “H” drive under the folder HR – Policies]. If you have any questions about the policies or our expectations around behaviour and conduct at work related functions and events, please reach out to me or [who? eg. Dr Mary Krismas] to discuss.

Please return the signed Acknowledgment to me by the deadline and most definitely before the [Clinic Name] [Function Name eg. End of Year Celebration]. Feel free to print or email me your signed and completed Acknowledgment.

On behalf of [Clinic Name], we look forward to you joining us at our [Function Name eg. End of Year Celebration].

Thanks –

**[Clinic Name]**

|  |  |  |
| --- | --- | --- |
| **[Clinic Representative Name]** [Position eg. Practice Manager] E | [insert email] T | [insert contact number]  |   | **Dr [Surname of Practice Principal]** Practice Principal  E | [insert email] T | [insert contact number]  |

**Comms #2**

**Email or hand to staff at any time after Comms #1 is released
but least 1 to 2 weeks before the work related function and event.**

**Copy & paste the below comms into an email or onto letterhead**

**IMPORTANT MESSAGE – ALL STAFF MUST READ**

Hi Everyone

**Some Reminders about our Upcoming Function & Event**

It’s not long now until the [Clinic Name] [Function Name eg. End of Year Celebration]. As you already know, details of our work related celebration and event are as follows:

|  |  |
| --- | --- |
| * Date
 | [date] |
| * Event Times
 | [start time] to [end time] |
| * Location
 | [location]  |
| * Dress Code
 | [insert dress code eg. Smart casual if the event is fancy dress, remind staff that their attire should not be objectively inappropriate or offensive] |

This is a wonderful time and opportunity for us to come together and celebrate [insert reason eg. the festive season // our team and achievements throughout the year] by enjoying some social time together outside of the demands of work. We also want everyone to be safe, feel welcome and to have a good time at this event.

Set out below are some reminders about our upcoming function and event. Should you have any questions, please do not hesitate to discuss with me.

|  |  |
| --- | --- |
| **Return your signed Work Function Related Policy Acknowledgement form** | Thank you to those staff who have already returned their completed and signed Work Function Related Policy Acknowledgement form. For those who have yet to review the relevant policies and return the Acknowledgment form, please set aside time over the next week to complete and return to me ASAP. You can find copies of the relevant policies [where eg. in our Handbook // on our shared “H” drive under the folder HR – Policies]. |
| **Behaviour at the work related functions & events**  | As the [Clinic Name] [Function Name eg. End of Year Celebration] is a work related function and event it is essential that while you are having fun, your behaviour and conduct towards others remains respectful and appropriate for a work setting. This is one of the reasons why we have asked you to remind yourself of our work related policies covering important topics such as our Code of Conduct, harassment and social media, because they continue to apply at this function and event. If you want to revisit relevant policies you will find them [where eg. in our Handbook // on our shared “H” drive under the folder HR – Policies].To avoid any doubt, consumption of alcohol is no excuse for poor behaviour including harassment, bullying or misconduct. |
| **Responsible service & consumption of alcohol**  | Food and drinks will be provided at the [Function Name eg. End of Year Celebration], including alcohol. If you decide to drink alcohol at the event, please drink responsibly and do not binge drink. We also ask that you remember to eat, so that you’re not drinking on an empty stomach. Consider the blood alcohol concentration (BAC) legal limits before driving home, and if necessary make alternate transport arrangements to get home if you are over the legal limit. Should the situation arise where, in [Clinic Name]’s opinion or that of the venue, someone is under the influence of alcohol to the extent that it is unsafe, or their behaviour and conduct is being questioned, then we reserve the right to refuse service of alcohol or to instruct the venue to stop serving alcohol to that person. You may also be directed to leave the venue if you are intoxicated and/or behaving inappropriately.Alcohol will stop being served [at the conclusion of the event // 30 minutes prior to the end of the event]. Keep in mind that some staff may not drink alcohol for personal or religious reasons. Where this is case, please respect their choice; just as they are respecting your choice to consume alcohol.  |
| **Smoking & Vapes**  | This is a smoke free (including vapes & e-cigarettes) event. If you want to smoke please do so in designated smoking areas.  |
| **Use of drugs & illegal substances**  | The use (including selling or providing) of drugs and illegal substances is prohibited at all times when at work, including work related functions and events. If you are found to be under the influence of drugs and illegal substances, you will be directed to leave the function. Being under the influence of drugs and illegal substances may result in disciplinary action, up to an including dismissal.  |
| **Social Media**  | While we acknowledge your social media accounts are your own, we want to take this opportunity to remind you that work-related posts to social media include posts from the work the [Clinic Name] [Function Name eg. End of Year Celebration].Before posting comments and images to social media about our event and/or of your colleagues, please ask yourself the following: * Does your social media post paint the company and individuals in the image in a favourable light?
* If your colleagues are in images, have you asked their permission to post their image or tag them in the social media post?

If the answer to these questions is “Yes” then generally, it’s OK to post to social media. But if the answer is “No” then simply don’t post anything at all.  |
| **Function End Time**  | The function will conclude at [end time]. At this time, all staff are asked to vacate the function room / venue and head home.  |
| **After parties are a no no** | [Clinic Name] and its leadership team do **not** encourage, nor do we support any sort of after party once the [Clinic Name] [Function Name eg. End of Year Celebration] has ended.  |
| **Getting home safely**  | **Drafting Note | Select Option 1 or Option 2 or insert arrangements that are being provided. Delete this instruction before use.** **Option 1 – Employees are required to make their own travel arrangements. Delete this option if not applicable. Delete this instruction before use |** If you are drinking alcohol take into account the blood alcohol concentration (BAC) legal limits before driving home. Where necessary, make alternate transport arrangements to and from the function venue instead of driving. Alternate transport might include catching public transport; getting a ride share / taxi with work colleagues; getting a lift from a designated driver who is not under the influence of alcohol and/or drugs; or arrange for a friend or relative to give you a lift. **Option 2 – The Clinic has arranged travel for staff to get home safely. Delete this option if not applicable. Delete this instruction before use |** To ensure you get home safely after this event, [Clinic Name] has arranged for [a mini bus // taxi vouchers // etc] to transport people home safely once the event concludes for the night. To be part of this transportation home arrangement after the celebrations, please register with [insert contact name] who is coordinating this safe transport option. |
| [Clinic Name] Designated Responsible Contacts  | If at the Christmas Party you become intoxicated or unwell, or your transport arrangements fall through, we will be happy to assist you, including arrangement of safe transport home if necessary. Likewise, if you are worried about the well-being, safety or behaviour of a co-worker please let one of the contact persons know so we can arrange appropriate assistance. The contact persons are:* [insert Name], [Position] – mobile [insert mobile number]
* [insert Name], [Position] – mobile [insert mobile number]
 |

We trust these reminders and this comms is received in the spirit that it is sent; that is with the best intentions to ensure yours and everyone’s inclusion, safety and wellbeing at a work related function and event.

We are confident we will all have a great night together celebrating [insert reason eg. the year and the festive season // our team and achievements throughout the year] and look forward to seeing you there!

Should you have any questions about our expectations around behaviour and conduct at the work related event or this comms, please reach out to discuss.

Thanks

**[Clinic Name]**

|  |  |  |
| --- | --- | --- |
| **[Clinic Representative Name]** [Position eg. Practice Manager] E | [insert email] T | [insert contact number]  |   | **Dr [Surname of Practice Principal]** Practice Principal  E | [insert email] T | [insert contact number]  |

**Comms #3**

**Email or SMS staff on the day
of the work related function and event.**

[Today is the day // Tonight is the night] of the [Clinic Name] [Function Name eg. End of Year Celebration]!

We want everyone to feel included and safe when having fun at this work related event.

If you have any concerns during the event for your yourself someone else, please let the [Clinic Name] Designated Responsible Contacts know. Feel free to talk with [insert name] directly or SMS them on [insert mobile number].

Have a great time!