



My pain-free Christmas party

Follow this checklist to ensure smooth seasons greetings in your workplace

Lay the ground work

- Check your policies for drugs and alcohol, anti-discrimination and harassment, plus workplace health and safety policies; ensuring they are current and made available to all staff.
- Review your insurance policies to ensure they are up to date.
- Remind staff of your social media policy and social media etiquette – not all staff may want to appear on another's Facebook or Instagram account.
- Make clear the policy for inappropriate texts, emails and images.
- Perform a risk assessment of the venue – keep an eye out for potential accidents or key information to share with staff.
- Take into consideration the various religious denominations in the workplace.
- When deciding on a date and time, consider the different arrangements staff may have made out of hours. A lunch time event could better suit parents and carers.
- Nominate staff to act as 'buddies' for anyone requiring help during the function. Train buddies on what behaviours to look for to de-escalate potential risks.
- Set up safe transportation options for staff.
- If you allow staff to bring a 'plus-one', refrain from using gender-specific terms.
- Inform catering of any dietary requirements, and ensure enough food and non-alcoholic beverage options are made available.
- Check that all catering and service members have undertaken Responsible Service of Alcohol training, and time limits are placed on the supply of alcohol.
- Underage staff members? Inform the venue of these members and make guardians aware if required.



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Playing the Grinch – informing staff of the rules to keep them on Santa's nice list

- Send an email leading into the festive season that details all the relevant policies and behaviours that must be adhered to – not only at staff functions – but also when representing the company at other client and stakeholder events.
- Email an official invitation with details of the event: including clear start and finish times, transport options and access to company policies.
- Remind staff that any breach of policy could lead to disciplinary action up to and including termination of employment.
- If applicable, warn staff that providing alcohol to minors is a criminal offence and will result in disciplinary action.
- Remind staff to dress appropriately; standard dress policy still applies even if the event is themed.
- Make staff aware that the Christmas party is a work event and while it is a time to relax, they are still expected to be responsible and respectful.
- Inform staff that post-party activities are on their own time and the company does not endorse any activities that happen following the party.
- Notify staff that any type of after-party may still be subject to business policy and full disciplinary action, so appropriate behaviour is advised.
- State any party rules decided on by management, eg. no 'plus-one'.
- Remember to have fun!

Did You Know?

If you need help balancing your HR hat, seek expert advice without strings attached. Access the Workplace Advice Line with one complimentary phone call to get your workplace query answered as an employer. The workplace relations team behind the Workplace Advice Line have more than 60 years' workplace relations experience combined amongst them, and have recently won the Workplace Relations and Employment Team of the Year 2016 at the Australian Law Awards.

Call 1300 496 955 to have your workplace questions answered by experts.

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WISHING YOU A MERRY CHRISTMAS!

