

Send	To...	All Office Staff
	Cc...	
	Subject:	Christmas Party!

Dear Staff,

The festive season is here and I am sure you are all getting excited about the end of year function! Like any great event, it takes great people. As employees, we already know you are pretty great, but as it is nearing the end of the year you may need a tune up on some of our organisational policies. These policies are in place to ensure that we have a fun party with everyone behaving in a safe and responsible way.

I have attached our current policies on harassment, discrimination, workplace health and safety, and alcohol and drugs. All of these policies apply at the function and any breach could lead to disciplinary action up to and including termination of employment.

No one guilty of any of these actions is likely to end up on Santa's nice list, so continue to act as the respectful and responsible employees you have proven to be all year.

Aside from our policies we also have a few party rules:

- If you choose to continue the celebrations on somewhere else it is at your own responsibility
- Standard level of dress code still applies

We look forward to enjoying the event with you, let's cheers to the end of a great year on a high note.
Merry Christmas Team!

