

Work Related Social Events Policy

The Foundry at Victoria Hall, Sheffield, S1 2JB.

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1 Introduction

- 1.1 We may arrange work-related social events from time to time as we recognise that it is important that you have a chance to gather socially.
- 1.2 This policy sets out the standard of behaviour expected of you while at a work-related social event.
- 1.3 While we do not wish to put a dampener on your enjoyment of these events, we expect you to behave in an appropriate and responsible manner and in a way that does not damage our reputation. Above all, we expect everyone to be able to enjoy these events in an atmosphere of conviviality without being made to feel uncomfortable by another's conduct.
- 1.4 This policy does not form part of your contract of employment, and we reserve the right to amend or withdraw it at any time.

2 Scope

- 2.1 This policy applies to anyone working for us. This includes employees, workers, contractors, volunteers, interns and apprentices.

3 Work-related social events

- 3.1 A work-related social event may be in or outside normal working hours and may include:
 - 3.1.1 team building days;
 - 3.1.2 virtual social activities;
 - 3.1.3 team lunches;
 - 3.1.4 work conferences;
 - 3.1.5 leaving drinks; and
 - 3.1.6 Christmas parties.
- 3.2 The list is not intended to be exhaustive and may include social events not organised by us but which you have been invited to because you are employed by us, such as a client function.

4 Standard of behaviour

- 4.1 During any work-related social event, you are representing the organisation, and you must behave in an appropriate, mature and responsible manner. In particular:
 - 4.1.1 You should consume alcohol only in moderation.
 - 4.1.2 You should also take steps to ensure that you are well within the legal drink-drive alcohol limit if you are going to be driving home after an event or in the morning after an event.
 - 4.1.3 You must not use illegal drugs or be under the influence of illegal drugs at any work-related social event.
 - 4.1.4 You should be aware that the organisation's Equality, Diversity and Inclusion Policy and Anti-Bullying and Anti-Harassment Policy continue to apply during any work-related social event.
 - 4.1.5 In accordance with these policies, discrimination, bullying or harassment, including sexual harassment, of any kind will not be tolerated.
 - 4.1.6 You should treat others with respect at all work-related social events. Violence such as fighting, aggressive behaviour, verbal abuse or the use of inappropriate language, whether this is towards a colleague, an invited guest or any other third party is unacceptable.

- 4.1.7 You must not behave in a way that could cause reputational damage to us.
- 4.1.8 You must not do or say anything at a work-related social event that risks breaching confidential business information.

5 Unauthorised absence

- 5.1 You are required to report for work the day after a work-related social event, unless it is a non-working day, or you have arranged in advance to take this as a day's annual leave.
- 5.2 Any unauthorised absence on the day after the party may be treated as a disciplinary issue.
- 5.3 Any sickness absence on this day will be required to be supported by a signed self-certificate confirming the reason for absence and that the illness is not alcohol related. A hangover is an unacceptable reason for sickness absence.

6 Complaints

- 6.1 We are committed to promoting a working environment based on dignity, trust and respect, and one that is free from all forms of bullying, harassment, including sexual harassment, victimisation and discrimination.
- 6.2 For further information on the proactive measures that we take to prevent bullying and harassment including sexual harassment in the workplace, you should refer to our Anti-Harassment and Anti-Bullying Policy.
- 6.3 If you find yourself in a situation where you are bullied or harassed while you are at work, including at a work-related social event, we encourage you to raise a complaint under our Anti-Harassment and Anti-Bullying Policy.

7 Breach of the rules

- 7.1 A breach of the rules set out in this policy or any associated policy will be dealt with under our Disciplinary Procedure and may result in disciplinary action, up to and including summary dismissal.
- 7.2 If the Disciplinary Procedure does not apply to your employment, we will take other appropriate action.

8 Review

- 8.1 This policy may be reviewed at any time at the request of any member of staff, but it will be automatically reviewed two years after initial approval and thereafter on a biennial basis unless organisational changes, legislations, guidance, or non-compliance prompt an earlier review.

9 Definitions

- 9.1 The Foundry ("we", "us", "our")
- 9.2 The Employee ("you")

Document control box

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