

1. Introduction

- 1.1 The UEFA Euro 2012 Championship starts on 8 June 2012 and continues until 1 July 2012. It may cause difficulties for employers if employees do not turn up for work in the morning. This serious loss of productivity can be avoided. These **Guidance Notes** help you to manage the situation to the benefit of employer and employee.

ship starts on 8 June 2012 and continues until 1 July 2012. It may cause difficulties for employers if employees do not turn up for work in the morning. This serious loss of productivity can be avoided. These **Guidance Notes** help you to manage the situation to the benefit of employer and employee.

2. Advance Management of Absence

- 2.1 To minimise unauthorised absence, employers should make it clear to employees that absence without notification will not be paid and may lead to action under the company's Absence Policy.
- 2.2 Where employers expect a high level of absence, return to work interviews should be held so that they can warn employees of the consequences of returning to work without notification. Reminding employees of the consequences of sickness absence in the company's Absence Policy your Absence Policy your Absence Policy is available to download from the Simply-docs website.
- 2.3 There may be a general warning about the football tournament. Employers should download the Simply-docs **Drugs and Alcohol Policies** to ensure they are aware of the consequences of being drunk at work during a football tournament.

Employers should make it clear to employees that absence without notification will not be paid and may lead to action under the company's Absence Policy.

Absence Policy that provides for return to work interviews. Reminding employees of the consequences of sickness absence in the company's Absence Policy your Absence Policy is available to download from the Simply-docs website.

es being drunk at work during a football tournament. Employers should download the Simply-docs **Drugs and Alcohol Policies** to ensure they are aware of the consequences of being drunk at work during a football tournament.

3. Annual Leave Arrangements

- 3.1 If employees wish to take days or half days of annual leave, employers should encourage them to take days or half days of annual leave in advance of the tournament. This way absence levels will be known in advance and activity can be managed.
- 3.2 In order to help you manage the tournament, Simply-docs has created the **Euro 2012 Working Arrangements** during the tournament.

Employers could encourage employees to take days or half days of annual leave in advance of the tournament. This way absence levels will be known in advance and activity can be managed.

during Euro 2012, Simply-docs has created the **Euro 2012 Working Arrangements**, which explains working arrangements during the tournament.

4. Show Key Matches in the Workplace

- 4.1 Employers may consider showing matches in a canteen or communal area. This will boost staff morale. However, do ensure that you have a licence to show matches. A TV licence is also required if streaming matches live on the internet. There should also be a policy for those who are not football supporters.
- 4.2 If you cannot show matches, employers could temporarily relax the Internet Policy to allow employees to watch matches on the internet.

showing matches in a canteen or communal area. This will boost staff morale. However, do ensure that you have a licence to show matches. A TV licence is also required if streaming matches live on the internet. There should also be a policy for those who are not football supporters.

Employers could temporarily relax the Internet Policy to allow employees to watch matches on the internet.

that this will operate only, and abuse of t

sis for the duration of Euro 2012 at it will be withdrawn.

5. Other Legal Issues

5.1 When managing staff in relation to Euro 2012

to consider possible legal pitfalls in

5.1.1 Example 1
happen to
female employees
period could

is holiday to football fans, which
around the Euro 2012 period,
down for holiday during the same
discrimination.

5.1.2 Example 2
national team
slurs against
discrimination

allows employees to wear their
s and an employee makes racial
another country, issues of racial
rise.

5.2 In circumstances such as
discrimination carried out
unless they can show that
employees from acting
ensure that you have
in place. If you don't
Diversity Policy
employees aware of
dealt with under the

2, employers are liable for acts of
the course of their employment,
reasonable steps to prevent their
ent of taking reasonable steps is to
ity Policy and a Disciplinary Policy
mply-docs provide an **Equality and
olicy**. Employers should make
discrimination or harassment will be

S

A

M

P

L

E