## Memo to Employees on arrange November 2022 – 18<sup>th</sup> December

Dear Employee,

The FIFA World Cup 2022 is fast a various measures to ensure that it non-football fans alike.

## **Enjoying the matches**

Please let us know in advance if yethe World Cup. [As a benefit to emnotice by giving <<number of days take time off at once, and it will be benefit is available to all employee watch football matches.]

[There is a FIFA World Cup 2022 this memo. If you would like to tak period, please indicate this on the Departmental Manager OR your H

[We will be screening selected ma watch the match at an external vertime before or after work.]]

The flexible working arrangements arrangements such as those for ch

[We have relaxed our Internet Poli operate on a discretionary basis a

Employees should be aware that of employees will be expected to act

[<<Area>> will be designated a for

[You may wear team shirts or strip

## **Conduct during the FIFA World**

Employees should be aware that of during the FIFA World Cup 2022 preturn-to-work interview, and unau come in late after post-match celel hours apply, and late starts will << hours>>.

Drunkenness at work will not be to guidance. If you are unfit or incapa be dealt with as a disciplinary mat

Racial discrimination or harassme not be tolerated. Any instances of

Norld Cup Period: 20th

pany Name>> has put in place all employees, football fans and

ual leave or to work flexibly during le to request time off at short number of people>> people may n of the management. This or not they are taking time off to

rking Request Form, attached to exibly during the World Cup it back to <<me OR your

ommunal area>>. [You may ake annual leave or make up the

with other flexible working

follow matches at work. This will lege will lead to its withdrawal.]

edia Policies will apply and policies at all times.

e Policies will apply as usual k may be followed up with a pt be paid. If you are tempted to ful of the fact that normal working o be made up after working

ur Drugs and Alcohol Policies for consumption of alcohol, this will Policy.

es supporting different teams will alt with in accordance with our

1

©Simply-Docs - EMP.FWC.05 - Memo to Employees

Equality and Diversity Policy. Brea under the Disciplinary Policy.

Please do not hesitate to contact r memo.

Regards,

<<HR Manager>>

Diversity Policy will be dealt with

ons on the issues raised in this