

Work-Related Social Policy

In order to express appreciation for employees' hard work and in the interests of promoting team spirit and working relationships, <<Company Name>> will provide an opportunity to attend social events from time to time.

Even though such events will take place away from the work place, the standard code of conduct will apply for the protection and safety of all employees.

Employees have a responsibility for their own health and safety and that of others. There is also a responsibility to ensure that employees can enjoy work free from harassment and other abusive behaviour.

Specifically, employees attending social events must adhere to the following:

1. Employees should conduct themselves with moderation at work-related social events.
2. It is strictly forbidden to use illegal drugs at any work-related social events.
3. Employees should not incur the cost of taxis home or other expenses.
4. Employees should not engage in behaviour that could offend, intimidate or upset another person. Improper conduct or abusive behaviour will not be tolerated and is a serious disciplinary matter.
5. Employees must not engage in behaviour that could reflect badly on the Company.

Any breach of the above rules will render an employee liable to disciplinary action under the Company's disciplinary procedure, up to, and including, dismissal.

All employees are required to take a day off in advance to take it as a day's annual leave. Any unauthorised absence will be treated as a disciplinary matter.

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Specifically, employees attending social events must adhere to the following:

1. Employees should conduct themselves with moderation at work-related social events.

2. It is strictly forbidden to use illegal drugs at any work-related social events.

3. Employees should not incur the cost of taxis home or other expenses. [The Company will pay for the cost of taxis home on an appropriate receipt.]

4. Employees should not engage in behaviour that could offend, intimidate or upset another person. Improper conduct or abusive behaviour will not be tolerated and is a serious disciplinary matter.

5. Employees must not engage in behaviour that could reflect badly on the Company.

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All employees are required to take a day off in advance to take it as a day's annual leave. Any unauthorised absence will be treated as a disciplinary matter.

This policy has been approved by: _____

Name: <<Insert Name>>

Position: <<Insert Name of Human Resources Manager>>

Date: <<Date>>

Signature: _____

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