

Memo to Employees on arrangements for the FIFA World Cup Period: 14 June 2018 – 15 July 2018.

Dear Employee,

The FIFA World Cup 2018 is fast approaching and the Company has put in place various measures to ensure that it is a successful event for all employees, football fans and non-football fans alike.

Enjoying the matches

Please let us know in advance if you wish to take annual leave or to work flexibly during the World Cup. [As a benefit to employees, the Company will allow you to request time off at short notice by giving <<number of days>> people may take time off at once, and it will be the responsibility of the management. This benefit is available to all employees, whether or not they are taking time off to watch football matches.]

[We have created a FIFA World Cup Flexible Working Request Form, attached to this memo. If you would like to request time off or work flexibly during the World Cup period, please indicate your request on the form, and send it back to <<me OR your Departmental Manager OR your Line Manager>>.

[We will be screening selected matches to ensure that they are suitable for the workplace. You may watch the match at an external venue, or you may watch it on a communal area>>. [You may take annual leave or make up the time before or after work.]]

The flexible working arrangements will be in line with other flexible working arrangements such as those for child care and elder care.

[We have relaxed our Internet Policy to allow employees to follow matches at work. This will operate on a discretionary basis and will be subject to the Internet Policy. The Internet Policy will lead to its withdrawal.]

Employees should be aware that the Company's Social Media Policies will apply and employees will be expected to act in accordance with the policies at all times.

[<<Area>> will be designated a football fan zone.]

[You may wear team shirts or striped socks during the World Cup period.]

Conduct during the FIFA World Cup Period

Employees should be aware that the Company's Policies will apply. Days taken off sick may be followed up with a requirement to make up the time. Unauthorised absences will not be paid. If you are tempted to engage in inappropriate behaviour, please be mindful of the fact that normal workplace standards will still apply. If you are unable to make up the time, you may need to be made up after the event.

Drunkenness at work will not be tolerated. If you are unfit or incapacitated due to the consumption of alcohol, this will be dealt with as a disciplinary matter in accordance with the Company's Policy.

Racial discrimination or harassment will not be tolerated. Any instances of such behaviour will be dealt with in accordance with our Policy.

Equality and Diversity Policy. Breach
under the Disciplinary Policy.

Please do not hesitate to contact me
memo.

Regards,

<<HR Manager>>

Diversity Policy will be dealt with

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