MEMO TO ALL STAFF RE: HOLIDAY GATHERINGS

Dear Staff,

As the holiday season approaches, [Organization Name] would like to take a moment to extend our warmest wishes to each member of our valued staff. In the spirit of festivity, we want to ensure that our holiday gatherings are enjoyable and inclusive for everyone. To that end, please take note of the following reminders regarding employee responsibilities and our code of conduct during holiday events or gatherings.

[Organization Name] holiday gatherings and other events are an extension of the workplace. As such, [Organization Name] expects employees to behave responsibly and professionally. Policies, including the Drug and Alcohol Policy, Violence and Harassment policies, and the Code of Conduct, will continue to apply in these circumstances.

Specific circumstances (e.g., work parties, events, holiday gatherings,etc.) may allow for consumption of legal substances such as alcohol. These exceptions to company policy will be communicated by management, and employees will be expected to use appropriate judgement and reasonable consumption levels while in these circumstances.

**Procedures for Company Events**

The following must be observed by employees, volunteers, and all managers/supervisors at [Organization Name] during company events:

* Employees are not permitted to organize celebrations or other gatherings on [Organization Name]’s premises unless expressly authorized by (Insert Title/Position).
* For staff parties or events formally organized by [Organization Name], the organization may provide transportation (e.g. cabs, Uber, Lyft, buses, etc.). Details will be announced prior to the event.
* Employees and individuals responsible for organizing company events, such as holiday parties, must prioritize inclusivity when distributing invites within the workplace. It is strictly prohibited to bar or exclude employees based on factors such as age, gender, colour, disability, religion or belief, sexual orientation, or any other discriminatory reason. Employee complaints about exclusion from work-related events will be reviewed and may lead to disciplinary action.
* Where alcohol is provided at events by [Organization Name] it will be limited to two (2) alcoholic drinks per employee and should not be interpreted as an endorsement by the organization for workers to drink excessively or for any subsequent inappropriate behaviour.
* Employees engaging in fighting, forceful disagreements, violent, vulgar or immoral behaviour, harassment of other employees, or any violation of company policies on conduct may face

disciplinary action, including and up to dismissal
* Employees of [Organization Name] are expected to demonstrate respect for the beliefs of others at all times when representing the company. Inappropriate, offensive or intolerant behaviour, comments, or discussions may result in disciplinary action, up to and including dismissal.
* Employees who demonstrate behaviour which causes or threatens to cause damage to others, or others’ property will face disciplinary action, up to and including dismissal.
* Employees who use illegal drugs or substances, or who are caught selling or distributing illegal drugs and substances at any [Organization Name] gatherings and events, shall face disciplinary action, up to and including dismissal.
* **Employees who consume alcoholic drinks are not permitted to drive a vehicle following consumption**. Alternatives may include:

	+ Calling a family member or friend for a ride
	+ If they do not have a ride, [Organization Name] may provide the funds or provide reimbursement up to (Insert $ Amount) for an employee to return safely home (e.g., taxi, Lyft, Uber etc.)
	+ Employees are expected to behave in accordance with all laws and local regulations.
* The day after the event, employees are expected to report to work in a fit for work state to complete their duties the next day if it is a regular workday. Absences will be examined, and disciplinary action may be taken as necessary.
* Employee behaviour must consistently align with all relevant company policies, including the Code of Conduct, anti-harassment, and anti-violence policies, both before, after, and during company events. All employees share the responsibility of fostering a positive environment and conducting themselves professionally at all times.
* Harassment of any kind is not acceptable. This includes but is not limited to: threats, discriminatory or offensive jokes and language, sexually explicit or violent language or behaviour, personal insults, or advocating for any of the aforementioned behaviour.

Our holiday gatherings are an opportunity for unity and inclusivity. Please make an effort to engage with colleagues across departments or teams, ensuring that no one feels excluded or left out.

If there are any questions, comments, or concerns about this reminder or any of the company policies or guidelines mentioned in this memo, please reach out to [Insert Name/Title].

Thank you for your cooperation, and we wish you all a festive and joyful holiday season!

Sincerely,

Insert Name, Title
[Organization Name]