COMPANY EVENTS POLICY

[Organization Name], at times, will host work-related parties and events. Such activities can be organized formally by the organization, such as the annual holiday party, or informally by the employees themselves, such as birthday parties for co-workers, etc. During these occasions, there may be consumption of alcoholic beverages. [Organization Name] has therefore put this policy in place to outline its expectations for employee conduct during work events.

POLICY

**Events**

[Organization Name]'s work-related functions and 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. Certain work situations (work parties, events, 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 and managers at 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 are advised to be as inclusive as possible when distributing invites to coworkers for work-related activities. Barring coworkers based on their age, gender, colour, disability, religion or belief, or sexual orientation is not permitted. Employee complaints about being excluded from work-related events will be reviewed and may result in 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.
* [Organization Name] shall not be held liable for employee misconduct or workers who trade allowances to increase their free alcoholic drink limit.
* Employees who fight, disagree forcefully, engage in vulgar or immoral behaviour, harass other employees, or otherwise breach any of [Organization Name] policies on conduct will face disciplinary action, up to and including 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 will not be accepted and will result in disciplinary action, up to and including dismissal.
* Employees whose behaviour 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 formal [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 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 return in a fit-for-work state to complete their duties if it is a regular workday. Absences will be examined, and disciplinary action may be taken as necessary.
* Employee behaviour must align with company policies and appropriate code of conduct at all times, before, after and during company events. All employees are responsible for cultivating a positive environment and conducting themselves in a professional manner at all times.
* Harassment and exclusionary behaviour is not acceptable. This includes but is not limited to: threats, discriminatory or offensive jokes and language, sexually explicit or violent language or behavior, personal insults, or advocating for any of the aforementioned behaviour.

Duty to Accommodate

[Organization Name] is committed to providing disability-related accommodation up to the point of undue hardship to employees who come forward with an addiction issue, or to employees who require cannabis for a medical purpose related to a disability under [Insert Province’s Human Rights Act or Similar Legislation].

Employees with substance abuse or dependency concerns are encouraged to share these challenges with their manager/supervisor or HR team member so proper and appropriate accommodations can be organized. They may do so without fear of negative consequences. All employee medical information is confidential.

Employees with any questions or concerns about this policy are asked to speak to [Insert Title] for clarification.