

Work Function Survival Checklist



Pre-party: What do I need to do?

- ✓ Make your employees aware of the company's expectations of them at the function.
- ✓ Do the employees know that the company policies apply at the offsite function?
- ✓ Have the employees been trained recently on the company policies?
- ✓ Are these policies reasonable to apply to the function?
- ✓ Have I set parameters around the event? i.e. set a start and end time for the event.
- ✓ Do the employees know these parameters?
- ✓ Have I planned how the responsible service of alcohol will be managed at the function?
- ✓ Will there be management supervision at the event?
- ✓ Does the management supervision know what is expected of them at the event?
- ✓ Have I done a risk assessment regarding transport? i.e. can employees get home safely? Does the company want to provide transport? What will the rules be in regards to the transport?
- ✓ Be aware that any post-party activities that are promoted, paid for or encouraged by the employer may extend the 'official' party function.

Post-party: Has there been an incident?

- ✓ If you hear that an incident has occurred you need to investigate the incident.
- ✓ You need to interview all of the known witnesses.
- ✓ Did the conduct happen during or after the work event?
- ✓ Do the findings show that the conduct damaged the reputation or interest of the employer?
- ✓ Does the conduct damage the relationship between the employee and other employees?
- ✓ Does the conduct damage the relationship between the employee and the employer?
- ✓ Has the employee taken any action to remedy the situation?
- ✓ What is the employee's history of behaviour at work?
- ✓ From the findings, what is the appropriate disciplinary action?
- ✓ Employers should consider gaining external advice regarding the out-of-hours conduct.