

Staff Christmas Parties

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HR4U Christmas Party Tips for Employers

We usually receive a number of enquiries from clients about staff Christmas parties.

Here are a few recommendations that we believe should be considered:

- Before the party, write to all employees advising them that the Christmas party is a work event and that they are expected to conduct themselves in the manner in which they are required in the workplace.
- Remind staff of their responsibilities at the Christmas party including bringing to their attention any employment policies that may be used for the basis of any disciplinary action if things go wrong at the Christmas party.
- Prior to the party, inform staff of a clear start and finish time for the Christmas party.
- Put similar wording to the following in the party invitation: "This year's staff Christmas party will be held offsite at where alcohol will be served by that establishment. Please take care to drink alcohol responsibly and under no circumstances should you drink and drive."
- Ensure that alcohol, if available, is served responsibly and that there are also plenty of food and non-alcoholic drinks available.
- If possible, make arrangements for staff to be able to get home after the party (e.g. a bus to and from the venue).
- Nominate supervisors for the party.
- Ensure there is a complaints process for any issues that may arise after the Christmas party.
- Ensure that your insurances cover typical Christmas party activities.

Please contact your HR Advice Australia consultant if you need any help. We will be happy to help you with drafting any staff communications.

Have a great time and be safe!

Ian Alcock
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HR Advice Australia

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