

9.1.1 – Work Related Social Events

Copies of all Elizabeth Finn Homes Limited (EFHL) HR Policies can be found on the EFHL Intranet. All EFHL employees are subject to EFHL HR Policies. EFHL HR Policies are non-contractual, are reviewed regularly and may be subject to change. All queries on the application or interpretation of this policy should be raised with the Head of Department or HR. If you have any queries about your rights in relation to how we collect and store your personal information please speak to your manager or HR

Purpose

As part of your working life in EFHL, you may from time to time attend social events which have either been organised by EFHL or by employees. These events may take place within the Home or externally (eg Christmas Party). EFHL requires all staff to abide by our Code of Conduct when attending social events.

EFHL is keen to encourage all staff to enjoy social events and recognises that this can promote team building and engagement, but it is in everyone's interest that minimum standards of behaviour are followed.

This policy should be read in conjunction with the EFHL Code of Conduct and the EFHL Bullying and Harassment Policy.

Policy

- Authorisation must be sought from the General Manager before any events are arranged or held in the home.
- Where alcohol is consumed, employees should do so in moderation, irrespective of whether the Company provides or pays for the drinks.
- EFHL expects all staff members to behave responsibly and any alcoholic drinks provided by the Company should not be seen as an endorsement to drink excessively or behave inappropriately. EFHL will not be held responsible for any improper conduct on the part of the employee.
- It is illegal for employees under the age of 18 to consume alcohol. Any employees under the legal age found drinking alcohol will be subject to disciplinary action, as will any employee who buys alcoholic drinks for underage employees.
- Employees who are above the legal limit for drinking and driving are forbidden to drive vehicles owned by EFHL and will be subject to EFHL disciplinary procedure up to and including dismissal if they are found to have done so. Employees should not attempt to drive their own vehicles or give lifts to colleagues while under the influence of drink.
- Employees are expected to attend work in a fit state to perform their contractual duties on the day after the event, if this is a normal workday. Absences will be investigated and may result in disciplinary action.

It is strictly forbidden for any employee to use illegal drugs, including cannabis, at any work-related social event whether on Company premises or not.

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- The Company policy on bullying and harassment applies to work-related social events.
 - Employees should not say or do anything at a work-related social event that could offend, intimidate, embarrass or upset any other person, whether as a joke or not.
 - Swearing and/or inappropriate language are unacceptable at work-related social events.
 - Any promises made by a manager to staff while under the influence of alcohol will not have any contractual status.
 - Employees must not behave in any way at any work-related social event that could bring EFHL's good name into disrepute.
 - Where events are held at a home, due consideration must be given to the residents and employees must continue to observe professional boundaries.

The above rules are in place for the benefit of all members of staff, to ensure that everyone can enjoy work-related social events in an atmosphere of conviviality without fear of being made to feel uncomfortable by another employee's conduct.

If any member of staff is found to have breached these rules they may be subject to disciplinary action up to and including summary dismissal.

EFHL will extend strictly confidential and sympathetic assistance to any employee seeking help with alcohol or drug-related problems.

EFHL provides free access to a confidential counselling and advice service. To access this service telephone **0117 934 2121** stating you work with Elizabeth Finn who are insured through Zurich.