



STAFFING MATCH



WORK RELATED SOCIAL EVENTS

2017

Staffing Match Work Related Social Events

In order to express appreciation for our employees' hard work and in the interests of promoting team spirit and strong working relationships, Staffing Match will offer employees the opportunity to attend social events from time to time.

Even though such events will usually occur outside normal working hours and away from the work place, Staffing Match standard code of conduct will apply for the protection and comfort of all.

Employees have a responsibility to take reasonable precautions for their own health and safety and that of others who may be affected by their acts and omissions. There is also an expectation of appropriate behaviour, where all employees can enjoy work-related social events free from harassment and other abusive behaviour.

Specifically, employees attending work-related social events must adhere to the following:

1. Employees should consume alcohol only in moderation at work-related social events.
2. It is strictly forbidden for any employee to use illegal drugs at any work-related social events.
3. Employees should not drink and drive.
4. Employees should not say or do anything at a work-related social event that could offend, intimidate, embarrass, or upset another person. Improper conduct or other unacceptable behaviour will not be tolerated and is a serious disciplinary matter.
5. Employees must not behave in any way at a work-related social event that could reflect badly on Staffing Match.

Any breach of the above rules will render the employee liable to disciplinary action under the Company's disciplinary procedure, up to, and including, dismissal.

All employees are required to report for work the day after a work-related social event unless the employee has arranged in advance to take it as annual leave. Any unauthorised absence will be treated as a disciplinary matter.

Staffing Match

This policy has been approved & authorised by:

Name: Dan Carlin

Position: Business Director

Date: July 2017

Signature: