# Silly season letter template

# As you are aware the <insert company name> (‘XXX’) Staff <insert type of party> Party is upon us. It is being held at venue on <insert date> from <insert time>. This is a time for us to celebrate the festive season and enjoy each other’s company socially. Please remember however, that it is a work function and an appropriate standard of conduct is expected.

# **Drugs and alcohol**<Insert company name> will provide food and drinks at the party including alcoholic beverages. If you choose to drink alcohol, you must ensure that you drink responsibly. Drinking responsibly involves not drinking excessively to become ‘drunk’ and eating enough to ensure the effects of alcohol is reduced. If you have any special dietary requirements in relation to food or drink, please let the <insert title of company contact> know as soon as possible.

<Insert company name>’s Drug & Alcohol Policy applies to the <insert type of party> Party as a work function. We remind you that the use of illegal drugs and excessive consumption of alcohol is prohibited at all times during the <insert type of party> Party. <Insert company name> reserves the right to require the venue to refuse service of alcohol to any member of staff who is in the Employer’s view behaving inappropriately.

**Behaviour at the party**The <insert type of party> Party is an opportunity to celebrate and enjoy ourselves. However, please remember the party is a work function and accordingly, you must behave appropriately. <Insert company name> has in place a Drug & Alcohol Policy and we remind you that the Policy applies to the <insert type of party> Party. If any issues arise during the party please contact one of the Contact Persons listed below for assistance.

## If you have not received the Policy referred to above, please contact us as soon as possible. You should ensure that you have read and understood the Policy or the standard of conduct expected of you at the party.

**Not required to return to work after party**The <insert type of party> Party will end at <insert end time>. From this time, employees will be expected to move on from the venue.

**Transport**If you are drinking alcohol at the <insert type of party> Party, you should not drive. The following transport arrangements will apply to assist with your safe travel to and from the <insert type of party> Party:

* As the location of the <insert type of party> Party is close to public transport, parties are expected to make their own arrangements for travel to and from the <insert type of party> Party. However, if you are not able to safely use public transport for any reason, please contact one of the Contact Persons listed below who will arrange an alternative means of safe transport.
* If you become not able to safely use public transport for any reason, please contact one of the Contact Persons listed below who will arrange an alternative means of safe transport.

**Contact persons**There will be a number of contact persons attending the <insert type of party> Party to deal with any issues that may arise during the course of the party. These contact persons are:

1. <insert name of contact person>
2. <insert name of contact person>

**Enjoy the party and have a safe silly season**This document has been prepared as a sample of the Australian Business Lawyers & Advisors (ABLA) offering. It has not been prepared with any direct knowledge of your business and does not constitute legal advice. It is important that you obtain advice about your specific circumstances from ABLA if you wish to implement this document or any of its content in your business.