# Workplace Functions – Example One

The following letter template(s) should be used as a guide only. Any wording changes, other than those to insert a business name, may change the context, meaning or purpose of the policy. We recommend you receive advice from the Victorian Chamber of Commerce and Industry prior to making such changes.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our experienced workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on (03) 8662 5222.

Disclaimer

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**IMPORTANT NOTICE — WORKPLACE FUNCTION**

As you are aware the **[ADD BUSINESS NAME]**’s workplace function is upon us. It is being held at **[ADD LOCATION]** on **[ADD DATE]** from **[ADD START AND FINISH TIME]**. This is a time for us to 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**

**[ADD BUSINESS NAME]** will provide food and drinks at the function 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 are reduced. If you have any special dietary requirements in relation to food or drink, please let **[ADD NAME OF FUNCTION ORGANISER]** know as soon as possible.

**[ADD BUSINESS NAME]**’s **[ADD POLICY NAME FOR EXAMPLE ’DRUG AND ALCOHOL POLICY’]** applies to the workplace function. We remind you that the use of illegal drugs and excessive consumption of alcohol is prohibited at all times during the function. **[ADD BUSINESS NAME]** reserves the right to require the venue to refuse service of alcohol to any member of staff who is in **[ADD BUSINESS NAME]** ‘s view behaving inappropriately.

**BEHAVIOUR AT THE FUNCTION**

The function is an opportunity to celebrate and enjoy ourselves. However, please remember the function is a work function and accordingly, you must behave appropriately. **[ADD BUSINESS NAME]** has in place a **[ADD POLICY NAME FOR EXAMPLE ’CODE OF CONDUCT’]** and we remind you that the Policy applies to the function. If any issues arise during the function 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 function.

**NOT REQUIRED TO RETURN TO WORK AFTER FUNCTION**

The workplace function will end at **[ADD FINISH TIME]**. If you choose to continue socialising with work colleagues after the function has ended, that this is a private matter. However, if you are able to be identified as a representative of **[ADD BUSINESS NAME]**, and/or you remain in the company of work colleagues from **[ADD BUSINESS NAME]**, please remember that you are required to conduct yourself appropriately.

**TRANSPORT**

If you are drinking alcohol at the function, you should not drive. The following transport arrangements will apply to assist with your safe travel to and from the function:

If you become intoxicated or unwell at the function and you are not able to safely use public transport, please contact one of the Contact Persons listed below who will arrange an alternative means of safe transport.

**[ADD ANY OTHER ARRANGEMENTS]**

**CONTACT PERSONS**

There will be a number of contact persons attending the function to deal with any issues that may arise during the course of the function. These contact persons are:

**[ADD NAME/S OF CONTACT PERSONS]**

**Enjoy the function.**