# Workplace Functions – Example Two

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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[INSERT DATE]

PRIVATE AND CONFIDENTIAL

[NAME]

[STREET ADDRESS]

[SUBURB] [STATE] [POSTCODE]

DEAR [NAME]

**RE: REMINDER – APPROPRIATE BEHAVIOUR AT WORK FUNCTION [OR INSERT FUNCTION NAME]**

We hope you enjoy the upcoming function scheduled for **[INSERT DATE]**. Just a reminder, that work social functions are an extension of the workplace and as such **[INSERT BUSINESS NAME]** expects employees to maintain appropriate standards of behaviour irrespective of whether or not the function is held on or offsite.

**[INSERT BUSINESS NAME]** has a duty of care and responsibility to all employees. Equally, each employee has a responsibility to each other ensuring they act in a manner which provides an environment free of discrimination, harassment and bullying. Additionally, the health and safety of individuals must be considered at all times.

**[INSERT BUSINESS NAME]** work social functions are aimed at being a fun and enjoyable celebration of your collaborative achievements. Please ensure you comply with the **[INSERT NAME OF THE RELEVANT EQUAL OPPORTUNITY, ANTI-DISCRIMINATION, HARASSMENT AND BULLYING POLICY]** at all times whilst present at such functions. Breaches of the aforementioned policy will be dealt with in accordance with the **[INSERT NAME OF COMPANY DISCIPLINARY POLICY]**.

Thank you for taking the time to consider your colleagues at our upcoming function and I hope you have an enjoyable and safe time.

Yours sincerely,

**[MANAGERS NAME]**

**[MANAGERS TITLE]**