

HR4.11 Staff Social Functions

Purpose

1. The purpose of this policy is to make it clear what SAVVY expects from employees when attending staff social functions.
2. Employees are required to be familiar with and comply with the terms of this policy, failure to do so may result in disciplinary action, including potentially termination of employment.

Alignment with Practice Standards

1. Module 2: Provider Governance and Operational Management

Legislative Alignment

1. Privacy Act 1988 (Cth)
2. Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cth)

Key Responsible Executive

Chief Executive Officer

For More Support

Chief Executive Officer

Policy Statement

1. At SAVVY we believe that socialising between co-workers, management, participants and customers can help to build staff morale and positive and productive working relationships.
2. SAVVY may organise staff social functions from time to time. These functions may be held either on work premises or at another venue. Whilst these functions are for the enjoyment of staff, participants and business colleagues may attend these functions on occasion.
3. In so far as this policy imposes any obligations on SAVVY, those obligations are not contractual and do not give rise to any contractual rights. To the extent that this policy describes benefits and entitlements for employees, they are discretionary in nature and are also not intended to be contractual. The terms and conditions of employment that are intended to be contractual are set out in an employee's written employment contract.

Procedures

1. Employees are reminded that they must conduct themselves in a professional and responsible manner during staff functions and all employees are expected to meet the following behavioural standards:
 - a. If alcohol is served during a staff function, employees must take an appropriate and responsible approach to alcohol consumption;
 - b. Any use of illegal drugs during staff functions is strictly prohibited;
 - c. Equal opportunity and anti-discrimination are a high priority within SAVVY and employees are required to be mindful of their behaviour consistent with HR1.8 Equal employment opportunity and discrimination and HR4.3 Bullying and harassment
 - d. Abusive language and threatening or violent behaviour are not permitted in work situations including during staff functions;
 - e. Employees are required to treat all company property or other facilities (such as where a staff function is held at a different venue) with respect and care.
2. A breach of this policy may result in disciplinary action up to and including termination of employment.

References to other SAVVY policies and external sources

1. HR1.8 Equal employment opportunity and discrimination
2. HR4.2 Code of conduct
3. HR4.3 Bullying and harassment
4. HR4.5 Discipline and termination

Summary of attachments

1. Nil

Version Control

1. 1 April 2023 - New Policy Creation