

Social Functions Standard

Scope & Background

This applies to all TDX and LDX employees, guests and people organising social events. It applies to all on-site social functions and formal occasions, as well as company hosted off-site events.

It does not universally apply for social club events, however the intent and general guidance should be considered by social club committees.

Purpose

To ensure the appropriate level of planning occurs and to ensure the Health and Safety of all employees and visitors at company social functions.

Policy

For organised functions/events on site:

- At any company event that includes alcohol being served, a supervisor or management staff member must be designated to ensure the event runs smoothly. A manager can delegate this responsibility to another member of staff. This person is considered the host and must not consume alcohol. As a general guide, one host per 25 people is appropriate (e.g. where an event involves 50 people, there must be two or more hosts).
- The overall responsibility for the implementation and supervision of this standard rests with the host in charge of the occasion.
- Whenever alcohol is served at an event, there will always be substantial food available. Care will be taken to ensure there are adequate supplies of food to last throughout the function. Food should be available from the beginning of the event.
- Where alcohol is served at an event, a bar set up must be in place to ensure the appropriate issuing of alcohol. The bar can be manned by staff members who are not consuming alcohol.
- As a general guide – only beer and wine should be served. Mid-strength alcohol should always be available as well as a range of alcohol-free drinks.
- Practices that encourage intoxication are not acceptable. Anyone who becomes intoxicated will not be served further alcohol. If intoxication occurs, every effort will be made to protect the person's safety both at the event and to get them to their home address.
- Individual employees and visitors are responsible for their own alcohol consumption. Each person knows their own tolerance limits and is responsible for managing this themselves. Keep an eye on your workmates and have a quiet word to them if it appears they have had too much.

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- Staff members and visitors who are under the age of 18 years will not be supplied with alcohol at company events.
- All on-site functions must have a stipulated finish time, with 10pm being the accepted finish time, although operational requirements of the locations and any noise restrictions in the area must also be adhered to. Exceptions to this may apply for particular events on approval from a member of the ELT.
- At the conclusion of any on-site function, the applicable area must be cleaned up so normal business operations can resume promptly. The host is responsible for understanding the requirements and ensuring this occurs.
- At the conclusion of any on-site function, the applicable area must be locked and secured with the appropriate alarms being set. The host is responsible for ensuring this occurs.
- Individual employees are responsible for arranging their own travel home and should make these arrangements ahead of time.
- Any inappropriate behaviour or incidents that fall outside of this standard must be reported to the ELT as soon as practically possible. The host is responsible for ensuring this occurs.
- Where an outside organisation or individual caters for a company event, they will be well briefed on this standard and any other related information or policies.
- A defined area where the social function is to be held is to be identified and controls put in place to manage any risks that exist.
- No heavy equipment, workshop tools or machines should be used for the duration of the event.

Friday night drinks

- Friday night drinks are in place to provide the opportunity for a social drink at the end of a busy working week.
- Some branches do this together, while some of the larger branches do this separately (e.g. workshop have a beer as they tidy up paperwork, parts team have a beer at their desk before departing, head office employees occasionally met in the boardroom).
- As a general guide, the amount of alcohol supplied should not exceed more than two to three drinks per person in attendance, as it is assumed that the majority of employees will be driving home. Individual employees are required to know their own personal limits.
- Alcohol supplied at Friday night drinks should be consumed at the branch and not taken away as a “roadie”.
- There is no requirement for a specific host.

Off-site events

- Where a TDX event is organised off-site at a licensed premise, then the premise’s rules will be followed – including bar management, levels of consumption and other general rules.

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- It is always important to remember that if the event is a TDX event, then you are representing TDX.
- Individual employees should make their own arrangements for travel home, however we encourage the host of the event to provide suggestions and options.

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