

# THE MANOR – A FOUNDATION SCHOOL POLICY DOCUMENT

<WORK RELATED FUNCTIONS EPOLICY>  
RESPONSIBLE COMMITTEE: <PERSONNEL>



The school recognises that employees will be invited to work-related functions and events from time to time. Such events may be formally organised by the school such as the annual Christmas Party, the school Prom or informally arranged by the employees themselves (but in the name of the school), such as celebrations for colleagues.

The school encourages employees to attend such events in order to promote socialising within the workplace and team building.

The purpose of this policy is to ensure that while attendance at such events is enjoyable and fun for all employees, nonetheless, minimum standards of good behaviour must be adhered to and the school must comply with all its legal obligations and responsibilities.

## PROCEDURE

### Formal Functions and Events

1. Work-related functions and events arranged by the school are an extension of the workplace. The school recognises that alcohol will be consumed at such events but nevertheless expects employees to behave responsibly.
2. Where the school provides alcohol at events this will be limited to two drinks per employee and should not be taken as an endorsement by the school for employees to drink excessively nor for any resulting improper conduct. The school will not be held responsible for bad behaviour on the part of employees.
3. Employees who fight, argue aggressively, indulge in lewd or indecent behaviour, harass other employees or in any way bring the school into disrepute, will be subject to the school's disciplinary procedures.
4. Employees must not put the health, welfare and safety of other employees at risk by their behaviour while under the influence of alcohol at a work-related event. Employees whose behaviour causes, or could cause, injury to others will be subject to the school's disciplinary procedure.
5. It is illegal for employees and students under the age of 18 to consume alcohol. Any employees or students under the legal age found drinking alcohol will be subject to disciplinary action, as will any employee who buys and passes alcoholic drinks for underage employees and students.
6. Employees who take illegal drugs or substances, or who are found selling or distributing illegal drugs and substances at formal school functions and events, will be subject to the school's disciplinary procedure.
7. Employees who are above the legal limit for drinking and driving must not drive vehicles owned by the school and will be subject to the school's disciplinary procedure up to and including dismissal if they are found to have done so. They should not attempt to drive their own vehicles or give lifts to colleagues while under the influence of drink, or illegal drugs or substances.

8. Employees are expected to turn up at the workplace in a fit state to perform their duties both at the event and on the day after the event if this is a normal workday. Absences will be investigated and may result in disciplinary action.

#### **Informal Functions and Events Booked in the Name of The Manor**

9. Employees who organise informal events after work, particularly in venues close to the workplace, should recognise that such events may be classed as work-related functions by the courts. It is therefore imperative that employees conduct themselves in a proper manner and avoid bringing the school into disrepute.
10. Complaints about employees' conduct brought to the school's attention either by other employees, or by the owners or managers of public houses and bars frequented by employees, will be fully investigated and may result in disciplinary action.
11. Employees must not organise celebrations or other events on the school's premises without the express permission of the Principal
12. No alcohol is permitted at events organised on the school's premises. Alcohol may only be consumed at events organised on the school's premises with the express permission of the Principal.
13. Employees must not put the health, welfare and safety of other employees at risk by their behaviour while under the influence of alcohol at a work-related event. Employees whose behaviour causes, or could cause, injury to others will be subject to the school's disciplinary procedures.
14. Employees who are above the legal limit for drinking and driving must not drive vehicles owned by the school and will be subject to the disciplinary procedure up to and including dismissal if they are found to have done so. They should not attempt to drive their own vehicles or give lifts to colleagues while under the influence of drink, or illegal drugs or substances.
15. Employees are expected to turn up at the workplace in a fit state to perform their contractual duties on the day after the event if this is a normal workday. Absences will be investigated.