



## Guidelines on the Use and Management of Alcohol at [Workplace name] Functions

[Workplace name] is committed to the responsible serving and use of alcohol at [Workplace name] functions.

This commitment is founded on:

- ◇ The safety needs of individuals attending the function and those of the general public
- ◇ Consideration for those who choose not to use alcohol, as well as those whose lives are affected by the misuse of alcohol and those who experience difficulty in their personal use of alcohol.

To meet this commitment [Workplace name] has established Guidelines on the Use and Management of Alcohol at Functions, which apply to all [Workplace name] functions where alcohol is served. [Workplace name] will assume responsibility for such functions and take steps to ensure the guidelines are observed.

For any [Workplace name] function where alcohol is to be served, the person responsible for that function will be responsible for supporting implementation of the guidelines. This will include communicating the guideline requirements to those attending or involved in the function, including staff members, caterers and those responsible for logistics at hotels, conference centres etc.

### Guidelines for the responsible use of alcohol

1. These guidelines are to assist in planning and hosting [Workplace name] functions when alcoholic beverages are served.
2. [Workplace name] supports the philosophy that the use of alcohol is a personal choice. No one should feel pressured to either drink or not drink, and must not be made to feel uneasy or embarrassed as a result of their choice.
3. The [Workplace name] Alcohol and Drug Policy shall be observed at all times (i.e., no return to work if under the influence of alcohol or other drugs).
4. [Workplace name] encourages those who intend to consume alcohol at functions to use public transport.



5. The person responsible for organising any event where alcoholic beverages are served is accountable for ensuring that alcohol is served in a manner which considers its potential to affect both health and safety (see below).

This includes ensuring that:

- a. An adequate variety and supply of non-alcoholic beverages will always be visibly available.
  - b. Food such as non-salty snacks and hors d'oeuvres should be provided if alcoholic beverages are served.
  - c. Bartenders must adhere to strict serving guidelines, measure correct amounts of liquor in drinks (no doubles), not serve individuals who appear to be either intoxicated or impaired, not serve minors and also offer non-alcoholic beverages.
  - d. [Workplace name] will specify how long liquor will be served or what time the function will cease. The bar should close promptly at the end of the specified period.
  - e. [Workplace name] will assume responsibility for the function and take steps to see that these guidelines are observed.
6. If anyone is aware that an employee has had too much to drink he/she should contact the nominated person responsible for overseeing the function. The nominated person should attempt to provide supervised transportation home for that person. If in doubt about an employee's condition that person will be discouraged from driving. If the nominated person is not available then individuals should attempt to provide supervised transportation.
  7. Employees who choose to drink alcohol at [Workplace name] functions should be encouraged to do so in a safe and responsible manner.
  8. Employees should be reminded that professional, responsible behaviour and good judgement is expected when representatives of [Workplace name] are present at functions sponsored by another organisation where alcohol is available.