

COMPANY

During the upcoming celebrations it is critical that we ensure your safety, and the safety of all others in attendance.

11/10/2017

Dear Team,

As the Christmas season approaches, you may begin attending supplier, client or related Christmas functions, along with our very own Christmas party.

It is important to remember that for all events you are invited to as an employee of XXXX our policies apply, specifically regarding code of conduct, workplace health and safety, anti-discrimination, harassment and social media.

For a refresher on the policies, please:

CHOOSE ONE

* Click here (insert hyperlink)
* See Intranet
* See policy manual handbook located at XXXX

It is our duty to remind you that at all times, responsible consumption of alcohol is expected, along with professional conduct and behavior towards other employees, clients, suppliers and the general public. During all events, you are representing our business and we do not condone any behavior in direct violation of our policies. If such behavior occurs, whether or not on company property, the appropriate disciplimary action will apply.

We want everyone to have a great time this festive season, and we look forward to celebrating with you at our very own Christmas party.

If you have any questions, or would like to discuss any points from above, please come and speak to me.

Kind regards,

NAME

COMPANY