

Checklist: What to do before and during the end-of-year work party

Before the event

At least three to seven days before the event, remind all workers via email, notice or letter of the following:

- The function is a work function, meaning that workers will be at work while attending the event.
- The start and end times of the event.
- Usual work policies, procedures and expectations of appropriate behaviour apply
- Intoxication isn't an excuse for misconduct.
- For Kris Kringle or Secret Santa gift exchanges, there will be zero tolerance for inappropriate gifts or gifts of a sexual nature.
- At the end of the event, all workers must leave the venue.
- Any arrangements you've made for transport to and from the venue.
- Driving to work on the day of the function is discouraged. Consider providing taxi vouchers or reimbursement for Uber fares as an incentive for workers not to drive.
- Your organisation doesn't sanction any after-party.

Venue suitability

- Ensure the venue is safe and does not pose any risks to workers who may be affected by alcohol.
- Ensure that workers can get home via uber, taxi or other transport arranged by you.
- Check the venue's responsible service of alcohol policy and how it implements that policy
- Ensure you know the names of the venue staff who are your main contacts on the day of the event.
- Check that the venue has a Covid-19 safe plan.

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During the event

During the function, you should ensure the following:

- There are plenty of non-alcoholic drinks and food.
- There is a designated responsible person to supervise alcohol consumption and any safety issues.
Ensure you have a plan about what to do if things go wrong.
- The bar tab is finalised when the function ends.
- Workers are told the function has ended.
- Any intoxicated workers are escorted into safe transport by supervising staff.
- Don't stay on and 'party' with the staff once the event has finished.

Post-event

- Manage and investigate any complaints about conduct according to your policy.
[Use our checklist as a guide.](#)
- Monitor social media to ensure workers are not making inappropriate and adverse comments.

In a nutshell

End-of-year work parties can be fun celebrations without scandal or incident. Still, risk management and good communication can help things run as smoothly as possible. Thorough planning, good communication, practical action, and seeking legal advice as soon as possible are essential tools in your manager's kit. They'll help you sleigh through this Christmas season.

[Contact us for legal advice about your end-of-year work party plans.](#)

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