**[Sample staff notice regarding Christmas social events](https://www.ibec.ie/-/media/documents/employer-hub/employment-law/contracts-and-conditions-of-employment/conditions/sample-staff-notice-regarding-christmas-social-events.docx)**

**Staff notice regarding <Company Name> Christmas Party 2022**

As you are aware the <company name> Christmas is being held at (insert venue) (insert day/ date) from (insert time).   
  
This is a time for us to celebrate the festive season by enjoying some social time together.   
  
Please remember however, that it is a work function, and an appropriate standard of conduct is expected. As a work-related social event, the Company’s (insert names of applicable policies e.g. Dignity at Work Policy, Bullying and Harassment Policy and Grievance Procedures, Health and Safety Policy and Company Code of Conduct) apply fully at the company Christmas celebration. Copies of these policies can be accessed at (insert link to online location or other relevant location).

We remind you that the use of illegal drugs is strictly prohibited at the party and that alcohol should be consumed in moderation.   
  
Those employees planning to partake of alcohol should ensure that they also avail of the food provided and that they drink responsibly and are respectful to others. If you are drinking alcohol at the Christmas Party, you should not drive and we recommend that you plan your transport home and use one of the following options: catch the company sponsored private bus home (if applicable); share a taxi with colleagues, avail of public transport or arrange a lift with a designated driver who has not been drinking.   
  
If your planned transportation falls through unexpectedly, please contact one of the organisers listed below who will endeavour to assist you in making alternative arrangements.   
  
*Christmas Party committee names and contact details:*   
*1.*   
*2.*   
*3.*   
*4.*

Finally, bear in mind the <Company Name> policy on posting of work-related photographs or footage on social networking sites and your obligations in relation to same.

We trust everyone will accept this communication in the right spirit by appreciating that <Company Name> is committed to meet its obligations of ensuring your safety and well-being, not only in the workplace, but at work related functions also.  
  
We look forward to welcoming everyone on the night!