

# **Guidelines for staying safe at our End of Year Celebrations**

We want all our kaimahi to have fun and stay safe at our End of Year Celebrations. Please read through our End of Year Celebrations Guidelines before you RSVP to an event.

## **Responsible drinking**

Everyone will be given a ticket for two free alcoholic drinks at our events. These tickets cannot be shared.

Please drink responsibly at our events and keep in mind the following:

- Do not bring any alcoholic drinks to an event
- Do not drink alcohol if you are working a shift after the event
- Alcohol should only be consumed in moderation at work-related social events, regardless and irrespective of whether the Company is providing or paying for the drinks

A range of non-alcoholic drinks and food will be available at all our events.

## **Social etiquette**

We do not tolerate bullying, harassment of any kind at our social events. All our people have the right to feel safe and respected and any unacceptable behaviour may result in a gross misconduct dismissal.

Please ensure you follow the following guidelines and principles:

- Kaimahi are required to maintain New Zealand Health Group's standards of professional presentation at all times
- Improper or other unacceptable behaviour will not be tolerated
- It is strictly forbidden for any employee to engage in the use or supply of illegal drugs, including cannabis, at any work-related social event whether on Company premises or not
- The Company's policy on harassment and bullying applies to work-related social events
- Kaimahi should not say or do anything at a work-related social event that could offend, intimidate, embarrass or upset any other person, whether as a joke or not
- Swearing and intemperate language is unacceptable at work-related social events