**To:**

**From:**

**Date:**

As the [Winter/festive/Christmas] party season approaches, we recognise that over the weeks ahead you may wish to celebrate and enjoy each other’s company socially in a more informal and relaxed environment.

We would, however, like to remind you of the standards of behaviour that we expect at all work-related social events [(both official and unofficial)]. You are required to comply with our policies and procedures at all times, including:

* Code of conduct
* Disciplinary policy
* Equality policy
* Social media policy
* Data protection policy
* Dignity at work policy
* Anti-bullying and harassment policy

[insert any other policies etc. that might apply]

Copies of our policies and procedures can be found [on the company intranet/in the HR hub]. In particular, please note the following:

* If you choose to drink alcohol, we expect you to drink responsibly.
* The use of illegal drugs and/or illegal substances is strictly forbidden.
* Any instances of harassment, discrimination, bullying, fighting and/or theft are likely to be dealt with as disciplinary matters and may result in dismissal (this list is not exhaustive).
* [You must not drink-drive. Details of [local taxi companies/public transport] are as follows [….]] [If you choose to bring any friends or relatives along with you, we will expect you to ensure that such guests have been fully briefed in advance and are aware of the standards of behaviour we expect them to comply with at the event.]
* Unless you have already booked annual leave for the day after a work-related event, we expect you to attend work as normal.

If you have any questions about this memo, please don’t hesitate to contact [insert details].