

WORKPLACE FUNCTIONS POLICY

PURPOSE

To outline processes that support the safe consumption of alcohol at work functions held by Company and any approved serving of alcohol in the Workplace.

INDIVIDUAL RESPONSIBILITIES

- Nothing in these guidelines is intended to take away any individual's own responsibility with regard to the use of alcohol - **everyone** in the workplace has a role to play in occupational health and safety and this extends to work functions.
- The company encourages personal and social responsibility in the serving and consumption of alcohol and does not condone the use of alcohol in any manner, which is unsafe, illegal or fails to respect the rights of others.

RESPONSIBLE SERVING OF ALCOHOL

- Lovisa Functions are not to include any activity that encourages the excessive consumption of alcohol - drinking contests and/or drinking games are not permitted at any time.
- Food (i.e. substantial snacks or hot meals) shall be provided.
- Plain water and soft drinks will be freely available throughout any function.

FUNCTION CONDUCT

- An appropriate standard of conduct must be maintained to ensure the safety and enjoyment of those attending the function.
- Offensive behaviour resulting from the excessive consumption of alcohol which causes disturbance or annoyance is unacceptable and may lead to disciplinary action. This includes physical or verbal abuse, harassment, including sexual harassment, damage to property, both personal and company/venue property and noise, which disturbs the rights of others.
- The signs of intoxication will be recognised, and individuals will not be served alcohol to or beyond the point of intoxication.
- No one may be pressured to drink or feel compelled to drink alcohol

TRANSPORTATION TO AND FROM AN EVENT

- Any team member who chooses to drive to and from a Lovisa Function is fully responsible for their own actions.
- To ensure that you remain within legal limits Lovisa recommends you do not consume any alcoholic beverages at all if you intend to drive

INCIDENT REPORTING

- Any incident involving personal injury or damage to property must be reported immediately.

DISCIPLINE PROCEDURES

- Breaches of the Lovisa Code of Conduct and all other Lovisa policies, including this Workplace Function Policy may result in disciplinary action.