

Draft Guidelines for the Responsible Use of Alcohol at Company Sponsored Social Functions and Events

<Company Name> is committed to the responsible use of alcohol at our sponsored functions and events. Consequently, all employees of <Company Name> are expected to set an example in this regard at the function. This commitment is founded on the need for consideration for those; who do not choose to use alcohol; whose lives are affected by the misuse of alcohol; who experience difficulty in their personal use of alcohol. It also takes into account the changing legal environment.

1. A designated person at management level should have the responsibility of overseeing any function where alcohol is served and should brief staff members, caterers, and those responsible for logistics at hotels, conference centres etc. about the <Company Name> policy.
2. These guidelines are to assist in the planning and hosting of <Company Name> functions when alcoholic beverages are served.
3. Alcohol is not essential to any <Company Name> sponsored function.
4. The use of alcohol is a personal choice. No one should feel pressured to either drink or not to drink, certainly they must not be made to feel uneasy or embarrassed as a result of their choice.
5. The person responsible for organising any event where alcoholic beverages are served is accountable for ensuring that alcohol is served in a manner which accounts for its potential to effect both health and safety.
6. An adequate variety and supply of non-alcoholic beverages should always be visibly available. They should be presented in as appealing a manner as beverages containing alcohol.
7. Food such as non-salty snacks and hors d'oeuvres should be provided with alcoholic beverages.
8. Bartenders, or those responsible for mixing and serving drinks, should be instructed to use moderate to light amounts of alcohol. Have the bartender adhere to strict serving guidelines;
 - a. measure correct amounts of alcohol in drinks, no doubles
 - b. do not serve individuals who appear to be either intoxicated, or impaired
 - c. do not serve minors (require proof of age)
 - d. offer non-alcoholic beverages
9. No contract should be made with a caterer that would require the supply of a minimum amount of alcohol. Do not pay a bartender or a hotel in terms of a percentage of sales. This might encourage excessive drinking.
10. Specify how long alcohol will be served. (Generally, an hour will be sufficient). The Bar should close promptly at the end of the specified period. Alcohol cannot be served safely longer than 30 minutes before substantial food is served.
11. Permit individuals either to accept or decline an alcoholic beverage. Avoid assumptions about what people want to drink at meals.
12. Where wine is served, it should be as a complement to the meal and served in moderation. Non-alcoholic choices should be offered (i.e. wine not automatically provided).
13. The hosts should assume responsibility for the function and take steps to see that guidelines are observed.
14. When people have to drive home following <Company Name> sponsored functions, after dinner alcoholic beverages should not be offered or served.
15. Close the bar at least an hour before the end of the event and have non-alcoholic beverages, i.e. coffee, tea, soft drinks, and desert available at that time. Provide alternative attractive activities to drinking by providing an attractive environment which is conducive to talking, relaxing, and socialising.
16. If guests are charged a fee, separate the price of admission and food from the cost of drinks. Do not force non-drinkers to share the cost of alcoholic beverages.
17. If the hosts are aware that a guest has had too much to drink, he/she should attempt to provide supervised transportation home for that person. If in doubt about a guest's condition don't let the person drive.
18. Professional responsible behaviour and good judgement is expected when representatives of <Company Name> are present at functions sponsored by another organisation where alcohol is available.