

WORK SOCIAL FUNCTIONS POLICY

OVERVIEW

Pro Health Care and any subsidiary companies (“**Pro Health Care**”) believe that socialising between co-workers and management can help to build morale and positive and productive working relationships.

Pro Health Care may organise work social functions from time to time. These functions may be held either on work premises or at another venue. These functions are for the enjoyment of Pro Health Care employees.

In so far as this policy imposes any obligations on Pro Health Care (i.e. those additional to those set out under legislation), those obligations are not contractual and do not give rise to any contractual rights. To the extent that this policy describes benefits and entitlements for employees (i.e. those additional to those set out under legislation), they are discretionary in nature and are also not intended to be contractual. The terms and conditions of employment that are intended to be contractual are set out in an employee’s written employment contract.

Pro Health Care may unilaterally introduce, vary, remove or replace this policy at any time.

EXPECTATIONS

Employees are reminded that they must conduct themselves in a professional and responsible manner during work functions and all employees are expected to meet the following behavioural standards:

- Not conduct yourself in a manner that causes damage or potential damage to Pro Health Care’s property or reputation;
- If alcohol is served during a work function, take an appropriate and responsible approach to alcohol consumption;
- Any use of illegal drugs during work functions is strictly prohibited;
- Equal opportunity and anti-discrimination are a high priority within Pro Health Care and employees are required to be mindful of their behaviour consistent with our Bullying & Harassment Policy and Equal Employment Opportunity & Discrimination Policy;
- Abusive language and threatening or violent behaviour are not permitted in work situations including during work functions;
- Treat all company property or other facilities (such as where a work function is held at a different venue) with respect and care.

Employees are required to be familiar with and comply with the terms of this policy at all times. Failure to do so may result in disciplinary action, up to and including termination of employment.

RELATED POLICIES AND PROCEDURES

Employees are encouraged to read this policy in conjunction with other relevant Pro Health Care policies, including:

- Code of Conduct;
- Values & Ethos;

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- Bullying & Harassment Policy;
- Equal Opportunity & Discrimination Policy.

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