

ABHI Professional Behaviour & Alcohol Guidance

Issued September 2024

This guide applies to all persons working for, with or on behalf of ABHI, in any capacity, including employees at all levels, directors, officers, agency workers, seconded workers, volunteers, interns, agents, contractors, external consultants, suppliers, customers, stakeholders, officials, distributors third-party representatives and business partners, sponsors, or any other person associated with us, wherever located. This policy does not form part of any employee's contract of employment and may be amended at any time.

At ABHI, we are committed to fostering a safe, respectful, and professional environment for all our employees. As part of this commitment, we recognize the importance of establishing clear guidelines around professional behaviour and the consumption of alcohol at work-related events. This Guidance has been developed to ensure that all employees, contractors, and guests understand the standards expected of them and the measures in place to protect their well-being.

Alcohol consumption can pose significant risks if not managed responsibly. These risks include impaired judgment, inappropriate behaviour, and potential harm to oneself or others. By setting clear expectations and promoting moderate alcohol consumption, we aim to minimize these risks and maintain a workplace culture that prioritizes the safety and dignity of everyone involved.

We believe that by adhering to this Guidance, we can create a positive and inclusive atmosphere at all company events, where employees feel comfortable and valued.

1. Purpose

This guidance is designed to ensure the responsible and moderate consumption of alcohol and zero tolerance of any drug taking at company-sponsored events, both formal and informal, to maintain a safe, respectful, and professional environment for all employees, clients, members, and guests.

2. Scope

This guidance applies to all employees, contractors, and guests attending any work-related events where alcohol is served, whether on or off company premises (as much as the behaviour of others is within ABHI control). This includes but is not limited to formal events such as corporate dinners, conferences, missions, and awards ceremonies, as well as informal gatherings such as team outings, and after-work social events.


3. Guidance

Moderation: Employees are expected to consume alcohol in moderation. Overconsumption of alcohol is prohibited. Employees should be mindful of their alcohol intake and avoid behaviours that could result in impaired judgment, diminished productivity, or unsafe actions.

Professionalism: Even in informal settings, employees are representatives of the company. Professional behaviour is expected at all times. Inappropriate conduct resulting from alcohol consumption, including but not limited to harassment, aggression, or offensive language, will not be tolerated and may result in disciplinary action as outlined in the company handbook.

Designated Hosts and Event Organizers: Event organizers must ensure that alcohol is served responsibly. This includes:

- Limiting the quantity of alcohol available.
- Offering non-alcoholic beverages and if appropriate, food throughout the event.
- Monitoring the event to ensure that attendees are not over-consuming alcohol.
- Ensuring there are transportation options such as public transportation for attendees who consume alcohol. The attendee is responsible to their own safety once they leave the event.



Legal Compliance: All employees and guests must comply with local laws and regulations regarding the legal drinking age and responsible alcohol consumption. Underage drinking is strictly prohibited.

Employee Responsibility: Employees are personally responsible for their behaviour and any consequences resulting from alcohol consumption. Employees should avoid drinking to the point of intoxication and are encouraged to decline alcohol if they feel it is inappropriate or if they are unsure of their ability to drink responsibly.

Support for Abstinence: The company supports employees who choose not to drink alcohol. Event organizers should ensure that non-alcoholic beverages are always available and that employees who do not drink are not pressured to consume alcohol.

Reporting Concerns: Employees who witness or experience inappropriate behaviour related to alcohol consumption or not at company events are encouraged to report the incident to HR or their supervisor as soon as practical so appropriate action can be taken. Reports will be handled confidentially and investigated in line with the company's disciplinary procedures.

Cost of Alcoholic Beverages: As a membership organisation we should remember all costs of the business are funded by our members and we should ensure the appropriate use of company assets as we must be able to attest to appropriate expenses.

Drug Use: There is zero tolerance for any drug use

Concept of the Active Bystander – if there is inappropriate behaviour are you able to safely intervene to prevent the behaviour – see guidance here from the University of Cambridge but please bear your own safety in mind.

4. Disciplinary Action

Violation of this Guidance may result in disciplinary action up to and including termination of employment. The severity of the disciplinary action will depend on the nature of the violation and any harm or risk caused to others.

5. Reporting Inappropriate Behaviour

Depending on how and where it occurs, please report any inappropriate behaviour you witness to your manager, Chief Operating Officer or HR as appropriate. We need to monitor where there are issues to ensure the company can take mitigating actions to safeguard are employees, members and other guests.

6. Guidance Review

This Guidance will be reviewed annually or as needed to ensure it remains relevant and effective in promoting a safe and respectful environment at company events and reflects the latest legislation.

Prepared by: Jane Lewis – CFO & Sarah Jones - Apodi HR

Approved by: Peter Ellingworth - CEO

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