

BE PREPARED FOR **THE FESTIVE SEASON:**

- Will your business be open on Christmas Day, Boxing Day, New Year's Day or any of the additional Public Holidays provided for on Monday 27th December, Tuesday 28th December or Monday 3rd January?
- Who has been rostered to work on those days?
- Will they be due penalty rates for working on any of these days?
- What does your Award / Employment Instrument say about working on Public Holidays?
- Will you be closed over the festive season, requiring Full time and Part time staff to take annual leave?
- Is a hangover an acceptable excuse for a sick day after the work Christmas party?
- Are your current/existing Leave Policies up to date?
- Does everyone know the rules of behaviour at, and after your work Christmas celebration parties?
- Have you outlined "inappropriate" behaviour and conduct?
- Who is your Grievance Officer—your "go to" person if things go pear shaped at the Christmas function?
- Is your Grievance Officer trained on what to do and how to handle grievances?
- Is everyone VERY clear about what constitutes sexual harassment and the penalties for it?
- Are your current/existing Sexual Harassment and Bullying Policies up to date?
- Are your current/existing Drug & Alcohol Policies up to date?
- Is transport being provided to and from the work Christmas party?
- Will employees be utilising company vehicles to get to and from Christmas Functions or during Christmas closure/shutdown?



**Services
Available
From
Workwise**

**HR/IR policy & procedure development*

**Employee relations assistance and advice*

**Workplace investigations*

**Employment contracts*

**Grievance resolution*

**Mediation*

For further information on anything you have read in this bulletin, please contact the Workwise Office nearest you for assistance and an appointment will be arranged.

Disclaimer: The information contained in this article is a summary only of the subject matter covered. Whilst Workwise endeavours to provide clients with accurate information no part of this summary should be used as a substitute for professional advice.

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