

# Office Christmas Party Checklist

- Inform your team of expectations.
- Review and distribute company's code of conduct.
- Remind staff that company rules remain in place.
- Remind staff of any dress requirements.
- Remind everyone that bullying and harassment and workplace health and safety obligations still apply.
- Set rules and expectations regarding Secret Santa gifts.
- Ensure managers know their responsibilities to enforce the code of conduct and behaviour.
- Encourage staff to report to a manager or HR in advance that they may need assistance/support during the party.
- Provide alcohol free alternatives.
- Make sure if you are not at a licensed venue that alcohol is served responsibly.
- Ensure plenty of food is made available.
- Have a safe transport plan for employees.
- Clarify that for those continuing on to another venue that the employer's responsibility ends at the conclusion of the event.
- Send a follow-up email or text to all staff the next day.
- Act fast and decide slow if any issue arises during the event.