

BEHAVIOUR AT SOCIAL FUNCTIONS

Monash staff often work, communicate and socially interact each other and the world from various locations across various platforms. Social and educational functions which originate, hosted or are sponsored by the University, or by invitation from external entities, are sufficiently work related to come within a range of legislation and the University's policies. This extension of work activities beyond the traditional, means University staff who misbehave out-of-hours at these social and educational functions, including externally arranged events, can still be publicly associated with the University and held accountable for their behaviour.

It is therefore important that we understand our obligations under the University's Integrity and Respect policies which require us to treat each other with dignity and respect and ensure the workplace (including work related social events) are free from bullying, discrimination, harassment, sexual harassment, victimisation, vilification or violence.

The following guidelines, whilst recognising the role of the University in hosting or sponsoring functions arranged by the University, also apply to functions hosted or sponsored by external organisations.

Guidelines for managers and supervisors

- Remind staff that functions that are hosted, supported or have a nexus to the University are considered an extension of the workplace, therefore the same policies and procedures that apply during workhours extend to other events irrespective if the event is held on or offsite.
- Revisit the University's policies dealing with discrimination, harassment and alcohol and drugs. Remind staff of the University's expectations of appropriate behaviour.
- Ensure social functions (including team building exercises) are not an opportunity to embarrass or humiliate others but are inclusive and culturally sensitive.
- Caution staff on social media posts that could humiliate or constitute bullying and that may have the potential to bring the University into disrepute.
- Choose a venue that is not going to pose a health and safety risk particularly if alcohol is served. Make sure that the venues and activities are appropriate and do not put staff at risk.
- Issue a friendly reminder to staff about the dangers of excessive drinking and drink driving.
- Take reasonable steps to ensure the supply of alcohol is limited. Ensure when it is served, that there is plenty of food and non-alcoholic drinks.
- Consider staff who have other dietary and/or cross-cultural requirements.
- Set definite start and finish times and notify staff well in advance.
- To the extent practicable, ensure staff make arrangements to get home safely, such as car-pooling, public transport and taxis.
- Depending on the size of the function, have "designated managers" (managers in a senior positions with the authority and capacity) remain sober to handle behavioural issues and deal with any problems that may arise.

The function

- Provide supervision to prevent inappropriate behaviour and excessive drinking.
- If appropriate, set up a 'buddy' system so people look after each other during the event.
- Intoxicated staff should be asked tactfully to stop drinking and if necessary, to leave the function.
- Take reasonable steps to ensure intoxicated staff have safe transport arranged. Make sure they do not drive.
- Do not supply alcohol to staff or guests who are below the legal drinking age.
- Prohibit shots or drinking games. Organise activities that shift the focus from drinking.
- Give clear notice to staff when the function has ended. (Do not announce any after parties).