

# BEST PRACTICES FOR ALCOHOL AT COMPANY-SPONSORED EVENTS

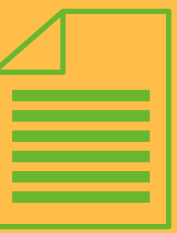
Because of the risks inherent involved in alcohol consumption at company-sponsored events, employers should take into account these best practices:

## BEFORE

Talk with employees to emphasize that drinking to excess is unacceptable during company events.



Take a look at your insurance to make sure you have the coverage to serve alcohol at company events.



Have employees to review and sign a document that provides company alcoholic beverage guidelines.

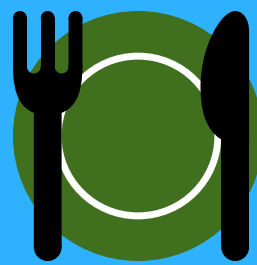


Recruit managers to keep their eyes open for employees who may be overindulging.

## DURING

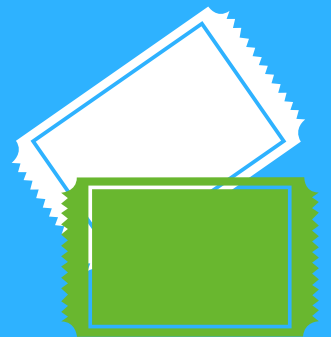


Offer the employee a ride home, call a cab, or make certain that a designated non-drinking driver takes the wheel.



Provide a late night snack buffet before employees hit the road after the event.

Limit the number of drinks the company provides by using drink tickets or another informal method of tracking the amount of alcohol served.



Consider serving just beer and wine, and no liquor.



Connected**HR**

CONNECTED-HR.COM