

South Bank Corporation Policy

Corporate Services

SUBJECT: Social Event Policy
DATE CREATED: September 2007
REVIEW DATE: September 2010

Policy Statement

Provide guidance for the conduct of all South Bank Corporation employees, contractors and their guests attending social functions or events.

The General Manager, Corporate Services will be responsible for co-ordinating social events, in consultation and with the assistance of staff representatives.

The policy compliments the Protocol for use of the SBH Boardroom and the Terrace for functions.

Applicability

This policy applies to all South Bank Corporation, South Bank Employing Office employees & contractors.

This policy applies to guests of employees attending social functions and events, both on and outside South Bank House premises. The inviting employee/contractor is responsible for the behaviour of their invited guests.

Context

The people who work at South Bank play a major role in influencing the impression visitors have of the precinct. The staff and contractors of South Bank Corporation have adopted a culture of cooperation and enthusiasm, which helps make our visitors' experience enjoyable and memorable.

The South Bank Corporation expects all employees to embrace these values:

1. Understand, own and advocate the vision of the organisation
2. Adhere to South Bank policies and procedures
3. Respect and understand our code of conduct and Culture Statement
4. acknowledge and respect others in the organisation
5. Seek, understand and respond to our Customers' and Stakeholders' needs and wants
6. Be a team player
7. Take ownership and pride in our facilities

All employees and contractors are expected to make every effort to ensure that the health and safety of self, co-workers and members of the public are protected at all times. Employees and contractors are also expected to present themselves in a way that reflects favourably and ensure that their behaviour is not discriminatory or harassing to any person.

Objectives and Benefits

To ensure behaviours of South Bank Corporation employees and contractors will be of a standard that will not adversely reflect upon the good reputation of the corporation.

Consultation

This policy has been circulated to EMT for consideration and feedback.

Evaluation

This policy will be reviewed by EMT by September 2010 unless otherwise determined.

Definitions

Employee	According to the <i>Public Service Act 1996</i> a "public service employee" is a public service officer, a general employee or a temporary employee.
EMT	Executive Management Team
Reasonable amount of alcohol	Alcohol should be limited and as a general rule the cost of beverages should be less than the cost of accompanying food. Quantity should be within limits that would not impair the abilities of employees and guests and take into account that road users need to comply with legal driving limits.

References

Public Sector Ethics Act 1994
Public Service Act 1996
South Bank Corporation Code of Conduct

Principles

1. Mandatory requirements

Attendance at the corporation's social functions or events is to be encouraged. However, due to South Bank Corporation commitment to its duty of care to all people on its premises, the following must be observed:

- The organising work unit will nominate the person/s responsible for the social function or event.
- Notify Security about all functions held on the corporation's premises outside business hours.
- Admittance to the function will be by invitation only.
- Provide Security with a guest list.
- Only the guest names appearing on the guest list will be allowed entry to the function.
- The event will be of a reasonable duration given its circumstances.
- Reasonable amount of alcohol should only be consumed.
- An announcement of safety information is to be made at the beginning of the function.

2. Compliance and accountability

Compliance with this policy will be the responsibility of all persons attending the function.

Accountability for the implementation of this policy will be the responsibility of the most senior officer of the organising work unit attending the function.



3. How to ensure professional conduct of employees at a social event?

The risks associated with social functions or events must be identified and managed. Therefore the organising work unit will ensure the following guidelines are observed:

- Identify the risks and measures to control them.
- Announce fire & safety information at the beginning of the function.
- Place clear signage indicating toilets and exits.
- Implement policies on sexual harassment and alcohol use, ensuring staff awareness.
- Ensure employees are aware of expected standards of behaviour and the disciplinary process that applies.
- Set finishing times and limits on alcohol.
- Provide alternatives to alcohol and serve food.
- Tactfully refuse service to people who appear to be intoxicated.
- Request proof of age before serving alcohol to a person suspected of being underage.
- Assist those in need to get home safely.
- A register be kept with details of the function or event such as name and position of the manager responsible for the function, start and finish times, and a reason for the function being associated with work or truly a social event, i.e. State of Origin.

4. What are the responsibilities of employees and guests attending departmental social events?

In accordance with the Corporation's *Code of Conduct*, South Bank Corporation employees and contractors are required to conduct themselves in a manner that reflects favourably on the Corporation. They should treat co-workers and members of the public with respect and dignity, and refrain from engaging in improper behaviour.

A similar standard is expected of guests attending departmental functions and they are to be advised by the accompanying employee or the person responsible for the social event.

5. Who should be contacted regarding employee misconduct at a social event?

The General Manager and supervisor of the employee are to be informed of the incident.

Safety Information

The following announcement is to be made in the first half hour of the function:

- For all guests, toilets are located opposite the boardroom, the doorway to the right of the lifts.
- In the event of a fire, please do not use the lifts, the fire exit is located in the hall to the right of the lift, please follow instructions when given by South Bank Corporation representatives. The fire hose and extinguisher are located near the fire exit. If you are requested to leave the building please do so.



- The evacuation point for South Bank House is Buskers Pitch which is directly in front of the beach and wait for further instructions. Follow the exit signs.
- Please do not place drinks on the balcony ledge, this is to prevent any items falling onto patrons below.
- Please remain on level 3. Only those who are working for the event are to access level 2.
- Please refrain from standing on any chairs or tables to assist in viewing the fireworks.
- Police will be present in South Bank House; this is to assist in the management of the event. Please respect the importance of their presence.

Policy Approval

This policy has been endorsed by:

Policy Owner

Name Sharon Cooper
Position Co-ordinator, Human Resources

This policy has been approved by:

EMT/General Manager

Name Danielle Anderson
Position General Manager, Corporate Services