



Business and Social Functions Policy

CSW ICT Policy (POL) for:		Business and Social Functions Policy	
SOP Number:	POL05	Version Number:	1.2
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Author:	Tristan Chen	Next Review Date:	January 2026
Reviewer	Exec/GM		

Revision History			
Version	Description	Author	Date
0.1	Draft	Tristan Chen	Jan 25
1.0	Initial Version	Tristan Chen	Jan 25
1.1	Various updates and inclusions	Tristan Chen	Feb 25
1.2	Reviewed for Website Publishing	Soren Walker	Apr 14

Purpose and Objective:
Details on the CSW-IT Business and Social Functions Policy.

References:

1. Introduction

- 1.1 From time to time, Clear Corporate Technology Pty Ltd ("**Company**") may host or organise business or social functions, or authorize an employee to attend a business or social function as the Company's representative.
- 1.2 This policy establishes guidelines and expectations for employees attending such events.

2. Scope

- 2.1 This policy applies to all employees of the Company who attend business or social functions as either a representative of the Company, or those which are hosted or organised by the Company, regardless of when or where such functions are held ("**Functions**").

3. Expectations

- 3.1 Employees are expected to exhibit professional, appropriate and courteous behaviour at all times while attending Functions and act in accordance with the Company's established policies and procedures.
- 3.2 Particularly, employees must not act in a manner which may:
 - i. cause injury to another person;
 - ii. bully, harass, intimidate, insult or threaten another person;
 - iii. cause damage to property or goods;
 - iv. bring the Company, its associated entities, staff, customers, clients or suppliers into disrepute; or
 - v. contravene any Company policy or law.
- 3.3 Employees must follow all reasonable directions made by the Company, including requests to leave the Function if the Company deems it appropriate.
- 3.4 Employees must vacate the premises and surrounding area of the Function once the Function has finished.

4. Alcohol and Drugs

- 4.1 Employees must abide by all rules relating to the provision or consumption of alcohol on the premises of the Function and act responsibly at all times.
- 4.2 If alcohol is permitted to be consumed by Company employees at the Function by the Company, employees are responsible for ensuring that they do not become intoxicated and that they have a safe method of transport home.
- 4.3 The possession, transmission or use of illicit drugs at Functions is strictly forbidden.
- 4.4 Any Company policy relating to smoking will also apply to Functions.

5. Breach of Policy

- 5.1 Any employee who is found to have breached this policy will be subject to disciplinary action, up to and including termination of employment.

6. Variation

- 6.1 This policy does not form part of any employee's contract of employment. The Company may vary, replace or terminate this policy from time to time.