



Employer Host Tip Sheet

Protect yourself and your employees!

When you're planning a work-related social event, follow the guidelines below to limit your liability.

1. **Establish a clear Alcohol Policy** that requires employee training and sign off.
2. **Consider having employees sign releases** prior to company sponsored events.
3. **Don't supply alcohol during working hours.** If you do, strictly control how much is available and monitor employee's consumption. Remember that even if you, as employer, simply allow employees to drink alcohol at an event, but don't actually supply the alcohol, you are still accountable to supervise consumption.
4. **Take necessary precautions and think ahead.** Many employers forget that issues like harassment and psychological and physical violence are often associated with alcohol at events. Ask for volunteer designated drivers.
5. **Before the party or event, send out an office-wide communication** reminding employees not to drink and drive, and to drink within their limits. Be sure employees understand that attendance at the event is voluntary and remind them to keep their behaviour in check.
6. **Choose events wisely.** Look for venues that are free of potential hazards like steep stairs or access to a body of water. Don't combine alcohol with potentially dangerous activities like boating, skiing, snowmobiling or swimming. Save the alcohol for after the activities have finished.
7. **Be aware of the weather.** If snow or rain will affect attendees' ability to drive, make sure hotel rooms are available and encourage attendees to use them.
8. **Hire professional bartenders** and ensure bar staff will identify intoxicated attendees to an employer representative. Ask specific employees to act as event monitors and have them notify the employer of any intoxicated individuals. Monitors should also watch designated drivers to ensure they stay sober.
9. **Issue bar tickets to limit the amount of alcohol guests can consume** and have bartenders agree not to serve doubles or multiple drinks at one time.
10. **Do not announce last call.** Stop serving alcohol one hour before the end of the party.
11. **Provide free soft drinks,** coffee and juice for designated drivers and those who choose not to drink alcohol.
12. **Have a controlled entrance and exit** where you, as employer, can question attendees on their sobriety and their travel plans and arrange transportation if necessary. Some employers collect attendees' car keys at the entrance. These keys should be left in the employer's custody to avoid allegations of theft.
13. **Arrange transportation or accommodation for inebriated attendees.** If an inebriated person refuses a taxi or accommodations, call the individual's spouse or family.
14. **Visibly post telephone numbers for taxi companies** close to pay phones and in the washrooms. Ensure bartenders and event monitors have this information readily available.
15. **Make sure employees get home safely by calling to confirm** they have arrived or by checking with the taxi company.
16. **If need be, call the police.**