



LAC LA BICHE COUNTY PROCEDURE

TITLE: County Endorsed Social Events Standard
Operating Procedure

PROCEDURE NO: CS-03-015-10

SPECIAL NOTES/CROSS REFERENCE: POLICY CS-03-015 AMENDMENT DATE:

1.0 General Guidelines

1. County Events

The County may sponsor and/or promote events where alcohol is being served.

2. Attendance

Attendance at a County sponsored events is strictly voluntary, unless requested otherwise. If an employee is required to attend or assist with a sponsored event, the time attending or assisting will be considered as part of their regular working hours.

3. Conduct

While present at a County sponsored event, all staff are expected to conduct themselves in a manner that reflects well on the organization. In the event that an employee is engaged in a serious breach of conduct while at a County sponsored event, they will be subject to disciplinary actions.

4. Plan Ahead

It is expected that all parties act responsibly at such events. Under no circumstance should any employee drink and drive. We ask that you plan ahead, have a designated driver, be a designated driver, or use a taxi to get home safely. The County may offer taxi vouchers or alternate rides to employees free of charge.

5. Alcohol Intake

At such events, the County will requests that employees avoid drinking excessive amounts of alcohol. In the event that the County representative or other authority determines that an employee is intoxicated, and/or may not be in a state to operate a vehicle, he/she may request that the employee surrender his/her keys and accept a taxi voucher or return home with a designated driver.

6. Additional Activities

When employees leave a County sponsored event (via taxi or designated driver or driving themselves), their actions after their departure become their own responsibility. The County will take reasonable steps to ensure that employees leaving such events do so in a safe manner.

7. Non-County Endorsed Events

Activities that occur after hours and are not sponsored or promoted by the County, even if attended by some (or all) Lac La Biche County employees, do not constitute County endorsed events.

Employees are reminded that regardless of the event, they should always act responsibly and plan ahead, especially if alcohol is being consumed.

“Original Signed”
Chief Administrative Officer

November 8, 2013
Date