



Office Alcohol Policy

Our Commitment

- Gives countenance to alcohol free workplace functions to support healthy lifestyle choices
- Is committed to providing a workplace culture which recognizes that drinking high dose of alcohol have a negative influence on the health, work and social relationships of staff
- Recognizes the importance of minimizing alcohol consumption in the prevention of lifestyle related diseases and the maintenance of health and wellbeing

Our Safeguards

Encourages staff to create an alcohol-free workplace by:

- Discouraging the consumption of alcohol during work time
- Ensuring that employees do not attend work in an impaired condition resulting from the use of alcohol
- Determining a limit of alcohol as 0.50 %BAC

Provide a safe and supportive work environment to reduce risks associated with drinking alcohol by:

- Not serving alcohol on the office premises, unless written approval has been sought from the Fleet Manager in line with above mentioned limits.

- Allowing flexible working arrangements for the treatment and recovery of people who have long-term problems with alcohol
- Avoiding providing alcohol as a gift or using alcohol as an incentive

Educate employees about the risks of drinking alcohol by:

- Providing relevant information materials e.g. posters, brochures and online material
- Conducting information sessions on the benefits of being alcohol free at work, and drinking responsibly at all times

When alcohol is present at workplace events and functions, promote responsible drinking by:

- Organizing functions where drinking is not the primary focus
- Organizing functions at times when alcohol is not expected (e.g. breakfast, morning tea)
- Offering food when alcohol is available, as well as low alcohol and non-alcoholic drinks
- Ensuring catering for alcohol does not exceed the recommended guidelines of no more than two standard drinks per day
- Organizing and promoting safe transport options (e.g. taxis vouchers and public transport) at events where alcohol is likely to be consumed

Reporting Information

Please inform the Legal Department immediately if you have any doubt on our Office alcohol policy or if you believe the policy has not been upheld.