

This policy forms part of the Brendan McKenna Earthmoving Integrated Management System (IMS) and supports the organisation's commitment to maintaining a safe, respectful and inclusive workplace during work-related social activities and events.

Policy Statement

Brendan McKenna Earthmoving Pty Ltd is committed to maintaining a safe, respectful and inclusive environment during work-related social activities and events. This policy establishes expectations and behavioural standards for employees, contractors and other attendees participating in company-related social functions.

Policy Objectives

Brendan McKenna Earthmoving Pty Ltd aims to:

- promote respectful and professional behaviour
- maintain a safe and inclusive environment
- minimise health and safety risks during social activities
- support compliance with workplace behavioural expectations
- encourage responsible conduct and decision-making
- protect the organisation's reputation and values

Purpose

This policy establishes expectations for conduct and behaviour during company-sponsored and work-related social activities and outlines responsibilities to support a safe and respectful environment.

Scope

As used in this policy:

"Company-sponsored social events" refers to holiday parties, picnics, receptions, dinners, outings and other social or recreational events that Brendan McKenna Earthmoving Pty Ltd holds for employees during the year to express appreciation for their contribution and promote workplace morale, including events that are:

- Held on and off company premises
- Held during regular business hours, evenings or weekends
- Open to employees and may include family members, guests, clients and other invited persons where applicable

"Un-sponsored social events" refers to social or recreational events or functions held on company premises during regular business hours for employees to celebrate occasions such as birthdays, baby showers and retirements that are not organised, staged or funded by Brendan McKenna Earthmoving Pty Ltd.

Planning of Company-Sponsored Social Events

Company-sponsored social events will be planned and managed by authorised Brendan McKenna Earthmoving personnel to ensure appropriate safety, behavioural and organisational requirements are considered.

Planning of Un-sponsored Social Events

Planning, organisation and staging of un-sponsored social events must be carried out on a voluntary basis. The following requirements apply where events are held on company premises:

- Events must be limited to appropriate occasions
- Advance approval may be required where company facilities or work areas are involved
- Company funds will not generally be available unless approved
- Alcohol must not be served where prohibited

- Brendan McKenna Earthmoving accepts no responsibility for events not organised or authorised by the organisation

Employee Code of Conduct at Social Events

Attendance is Voluntary

Company-sponsored social events are held for social and recreational purposes. Attendance and participation is strictly voluntary. Failure to attend a Company-sponsored event will result in no recriminations, repercussions, reprisals or negative consequences of any kind.

Employees who believe they have been subject to such recriminations, repercussions, reprisals or negative consequences for not attending a Company-sponsored event must notify their supervisor, manager or the Managing Director.

Code of Conduct

Employees and attendees are expected to behave professionally and responsibly during all social events. Behaviour that would be considered unacceptable in the workplace, including bullying, harassment, discrimination, violence, abusive conduct or unsafe behaviour, will also be considered unacceptable at work-related social events.

Social Media

Employees and attendees must use social media responsibly and must not post, share or distribute content that breaches company policies, damages the organisation's reputation or causes harm to employees, clients or other individuals.

Apparel

Attendees are expected to wear appropriate clothing suitable for the nature of the event and maintain professional standards where applicable.

Smoking or Vaping

Smoking or vaping will not be permitted within the event area; however, where reasonable, designated outdoor smoking areas may be used where available.

Illegal Drugs

Any use of illegal drugs during a staff function is strictly prohibited. Employees are reminded that the Company Alcohol and other Drugs Policy applies at all such events.

Serving of Alcohol

Where alcohol is provided during company-sponsored social events, the following requirements apply:

- Alcohol consumption must be responsible and moderate
- Food and non-alcoholic beverages should be available where alcohol is served
- Alcohol must not be supplied to minors or persons who appear impaired
- Appropriate transport arrangements should be considered where necessary
- Brendan McKenna Earthmoving reserves the right to cease alcohol service where safety concerns arise

SLIPS, TRIPS and FALLS

Attendees have a responsibility to take reasonable care for their own health and safety and the safety of others. Alcohol consumption must not impair judgement or create unsafe behaviours. Unsafe conduct that creates risks to individuals or others may require intervention and appropriate transport arrangements where necessary.

DRINKING and DRIVING

Employees and attendees must comply with applicable road laws and must not operate vehicles while affected by alcohol or drugs. Alternative transport arrangements should be used where required.

VIOLATIONS

Breaches of this policy may result in corrective or disciplinary action appropriate to the nature and severity of the conduct, including removal from events, formal disciplinary action or other appropriate measures.

Review and Revision

This policy will be reviewed annually, or earlier where legislative, organisational or operational changes occur, to ensure ongoing suitability, effectiveness and alignment with the Brendan McKenna Earthmoving Integrated Management System (IMS).

Related Information

- Work Health and Safety Act 2011 (Qld)
- Work Health and Safety Regulation 2011 (Qld)
- Fair Work Act 2009
- Brendan McKenna Earthmoving Integrated Management System (IMS)
- Brendan McKenna Earthmoving Code of Conduct Policy (HS-PO-010)
- Brendan McKenna Earthmoving Alcohol and Other Drugs Policy (HS-PO-006)
- Brendan McKenna Earthmoving Domestic Violence Policy (HR-PO-001)
- Brendan McKenna Earthmoving Workplace Bullying and Harassment Policy
- Brendan McKenna Earthmoving Anti-Discrimination Policy

Approved by:



Brendan McKenna
Managing Director
Brendan McKenna Earthmoving Pty Ltd