

BEHAVIOUR AT END OF YEAR FUNCTIONS

End of year celebrations provide a great opportunity for social get togethers with workmates and colleagues but, the end-of-year party season also holds the risk of unacceptable behaviour for ADF members and APS employees.

Regardless of where functions are held and whether they are outside working hours or not, it should not be forgotten that breaches of Defence's unacceptable behaviour policy at such celebrations attract the usual workplace sanctions.

All ADF members and APS employees remain responsible for their actions at Christmas/end-of-year parties. Alcohol consumption, a relaxed social setting or general high spirits are never an excuse for unacceptable behaviour.

Commanders and managers are expected to provide clear guidelines on the starting and ending times of functions and to ensure non-alcoholic drinks are available. Commanders and managers should also be aware of the need to model behaviour that is consistent with Defence workplace policies.

Clear definitions of what constitutes unacceptable behaviour can be found in DI (G) PERS 35-3 *Management and Reporting of Unacceptable Behaviour*, available on the Fairness and Resolution Website.

http://www.defence.gov.au/fr/policy/GP35_03.pdf

We should also be familiar with the Defence, Service and APS values and the Code of Conduct (as applicable).

Please enjoy your celebrations but, at the same time, ensure your Christmas party or function is a safe and pleasant experience for everyone involved.