

HOLIDAY PARTY!

Etiquette

The importance of training your managers and employees on compliance issues related to behavior cannot be overstated. In this infographic, we've provided statistics and actionable steps to help you mitigate risk at your annual holiday party and ensure the event is memorable (in a good way).

Tips & Tricks to Ensure You Have a Compliant (and fun) Holiday Party

The statistics don't lie, holiday parties can be a hot-bed of alcohol consumption, inappropriate behavior and at their worst, could result in lawsuits.

By delivering the right training to your management and teams, you mitigate risk and save yourself money.

52%

of employed professionals say they have seen someone under the influence at a company-sponsored event whose behavior crossed the line from embarrassing to inappropriate to downright dangerous.

15%

of holiday party goes consumed alcohol at workplace parties to feel more at ease.

8%

said their boss encouraged them to drink.

7%

consumed more alcohol than they wanted because it was a workplace party.



1 out of 5 adults have felt pressured to drink to fit in.



Compliance Tips for Training Professionals



If you decide to provide alcohol, be smart about it in advance. Consider the possibilities: car accidents, fights, sexual harassment, etc.

Have designated non-drinking managers and supervisors watching over the crowd.

Make sure employees know in advance what's expected of them at the party.

Avoid mixing lavish parties and layoff. Consider morale of current staff and lawsuits from former staff.

Make sure everyone is on the guest list.

Prohibit sexually-related gag gifts or games.

Say "Holiday" party, not "Christmas" party. Take religion out of the mix so you don't offend someone.

Don't have an open bar - Do have drink coupons.

Hire outside professionals as bartenders.

Invite spouses to try to ensure staff is on their best behavior.

Everyone should know that misconduct that takes place at or after the party can result in disciplinary action.

No mistletoe!

Keep an eye out for harassment and address it as needed.

Men are more likely than women to use alcohol as a crutch to get through the holiday events.

Men

26%

18%

Women

Practical Tips for Employees



Drink something hydrating first to avoid drinking too much alcohol.



Be mindful of motivations when drinking - Habit? Social?



Don't turn the party as an opportunity to gossip or complain about your job.



Dress appropriately. Don't show too much skin - be polished and professional and adhere to the dress code.



Don't bring a guest whom you can't trust to be professional.



Yes to networking, no to flirting or being creepy or suggestive.

"Bad behavior at a holiday party can be one of the fastest ways to derail your career." - Doug Tieman, CEO of Caron Treatment Centers

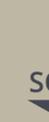
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