



## **SOCIAL FUNCTIONS POLICY**

### **AIM**

At QSD we are very proud of our reputation in the community. From time to time we host social functions, which will be attended by our clients and local business people. Important contacts and business decisions can arise from these functions therefore we ask our employees' to be mindful of social etiquette and be responsible ambassadors of the company.

### **POLICY**

We ask that you avoid excess alcohol consumption and the use of illegal drugs is strictly prohibited. The company's workplace harassment and discrimination policies extend to these events. With regards to smoking please follow the regulations of the venue the event is held at.

This policy also applies to social functions our employee's may be invited to attend hosted by our clients, suppliers, distributors, or local business groups. It applies anywhere where you are representing QSD.

Social Functions Policy

Policy Date: 2008 – Policy Review Date: 2013

Note: All QSD Policies and Plans are ongoing and may be reviewed at any time during this period.