

Model Notice: Alcohol consumption at practice party

Why you need this notice:

Holiday and other office parties often include alcohol, and excessive alcohol consumption poses risks for employees.

How this notice helps you:

By letting employees know about your concerns for their safety, and providing recommendations for safe behavior, you are acting responsibly.

How to use this notice:

Modify this notice for your practice.

THIS POLICY AND HUNDREDS MORE AVAILABLE AT <http://medicalofficemgr.com>.

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To: All Medical Practice ABC Staff
From: Practice Management
Date: December 11, 2014

Re: Consumption of Alcohol at Medical Office Holiday Party

As you know, the medical office is hosting its annual holiday party this Friday evening at The Town and Country Club. While we are very much looking forward to seeing everyone there, attendance is purely voluntary and no one is required to come or stay for any set length of time.

Because alcohol will be served at the party, we would like to take this opportunity to remind everyone about our zero-tolerance policy for drinking and driving. Please behave responsibly and limit your alcohol consumption to a reasonable amount. If you are driving, please do not drink any alcohol. Research has shown that even low blood alcohol concentration impairs driving skills and increases crash risk. If you feel you are unable to drive home after the party, please ride home with a friend or use one of the taxis that we have provided at the club.

Be safe, be courteous, and have a great time.

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