



Christmas Parties: 10 Top Tips for Employers

The office Christmas party. It's the highlight of the year for most employees, but often a headache for employers—and not just because of the hangover.

Follow these 10 top tips to keep your party stress—and incident—free.

01 Don't exclude anyone

December is host to a number of holy days for different religions. Keep this in mind when setting a date for your party.

02 Don't force people to attend

Too much pressure to join in will have the opposite effect. Keep it fun and people will come.

03 Provide suitable catering

Keep catering suitable for vegetarians, vegans, those who don't drink alcohol, and individuals who have special dietary requirements.

04 Relax that rule book

Yes, it's a work related party but it's a chance for everyone to have fun and celebrate your business' successes.

05 Provide written guidance

Before the party, issue written guidance on personal conduct, such as no aggressive or bullying behaviour, and no harassment. Breaking these rules may result in a disciplinary.

06 Keep tabs on staff drinks

Issuing free drink tickets is a great way to keep tabs on how much employees are drinking.

07 Buy a round in

It's Christmas after all and what better way to say 'thank you' to your employees than buying them a drink?

08 Assign a designated watcher

Assign a member of the management team who has a clear head to keep a subtle eye, without being a party pooper.

09 Manage expectations

If the party is during the working week, make it clear that you expect everyone to be in work the next day. But maybe let them come in a little later, or provide a free breakfast.

10 Don't drink and drive

Advise employees not to drink and drive at all, and ensure they are fit to drive the following day. Organise a mini bus to help people get home.

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