# **Briefing note on University-related social events**

This briefing note is a reminder of the expected standards of behaviour at work-related social events held during or outside normal working hours and may include in-person and virtual activities such as Christmas parties, team lunches, and conferences. External social events, where individuals are invited in the capacity of their University role, are also considered work-related.

The University encourages colleagues to enjoy these events but expects appropriate and responsible behaviour to ensure a welcoming atmosphere for all. As these events are an extension of employment, the University’s duties continue to apply, including preventing both sexual harassment and discriminatory or negligent acts.

During any work-related social event, all attendees (including visitors, volunteers, retired staff and other third parties) are expected to:

* Consume alcohol in moderation only and ensure it does not impair the ability to work afterwards if needed. Avoid alcohol altogether if the work involves safety-critical tasks. Ensure you are within the legal drink-drive limit if driving after an event.
* Not use or be under the influence of illegal drugs.
* Treat others with courtesy and professionalism. Be aware that the University’s [Dignity at Work Policy](https://www.hr.admin.cam.ac.uk/policies-procedures/dignity-work-policy-2023-ed/what-to-do) and [Code of Behaviour](https://www.hr.admin.cam.ac.uk/policies-procedures/dignity-work-policy-2023-ed/code-behaviour) continue to apply and bullying, harassment, discrimination, sexual misconduct or victimisation will not be tolerated. Aggressive behaviour, including verbal abuse, is also unacceptable.
* Not behave in a way that could cause reputational damage to the University or risks breaching confidential University information.

If inappropriate behaviour is experienced during a work-related social event, individuals should be advised to speak to their line manager in the first instance, or contact a [Dignity at Work Contact](https://www.hr.admin.cam.ac.uk/policies-procedures/dignity-work-policy-2023-ed/dignity-work-contacts), relevant local HR colleague, or an [HR Business Partner](https://www.hr.admin.cam.ac.uk/contact-us) for confidential advice on the reporting process. For further information on the University’s proactive measures to prevent inappropriate behaviour, refer to the [Dignity at Work Policy](https://www.hr.admin.cam.ac.uk/policies-procedures/dignity-work-policy-2023-ed/code-behaviour) and the [Breaking the Silence website](https://www.breakingthesilence.cam.ac.uk/home).