

October 2025

STAFF CHRISTMAS FUNCTION

Hi everyone,

We're excited to let you know that our Christmas Function will be held at **Willi's Pizza Bar**, on Friday, 19th December 2025 from 3.00pm – 7.00pm.

This is a time for us to celebrate the festive season and the past year by enjoying some social time together and we want everyone to feel welcome.

Please remember however, that it is a work function and an appropriate standard of conduct is expected. With this in mind it is timely that we remind everyone of a few points:

1. BEHAVIOUR AT THE PARTY

As a work function the Company's behavioural / code of conduct policies and procedures apply fully. Alcohol is never an excuse for inappropriate behaviour, including harassment, bullying, or misconduct.

Please familiarise yourself with these policies and be mindful of your obligations with respect to each of them.

2. DRUGS AND ALCOHOL

Illegal drugs and excessive alcohol consumption are not permitted. Food and drinks (including alcoholic beverages) will be provided. If you choose to drink, please do so responsibly, enjoy the food available, and respect those around you. If you have any special dietary requirements in relation to food or drink, please note this on your RSVP.

The official function will conclude at 7.00pm at which point you may remain at the venue if you so wish and are permitted by venue staff.



3. TRANSPORT

If you are drinking alcohol at the Christmas Function, you should not drive. You are expected to make your own arrangements for travel to and from the Christmas Function. No Kitchen Craftsmen vehicles are permitted at the function.

Naturally we want everyone to enjoy themselves; we also want everyone to arrive home safely. So, if you are thinking about having a drink or two we ask that you plan your transport home:

- Use Public Transport – the venue is within walking distance from both the Perth & Elizabeth Quay Train Stations
- Arrange for an Uber or Taxi
- Ride with a driver that hasn't been drinking
- Arrange for a friend or relative to give you a lift

4. CONTACTS

If you have any concerns about the above-mentioned points, become intoxicated, unwell, feel unsafe or you can no longer attend, please don't hesitate to reach out to your manager.

We trust everyone will accept this communication in the right spirit by appreciating that the Company is committed to meet its legal and moral obligations of ensuring your safety and well-being, not only in the workplace, but at work related functions also. None of the above should prevent us from having a great celebration and we look forward to everyone having a fantastic time!

Enjoy the function and we look forward to seeing everyone there!



Kelsey Tucker
HSEQ Manager

