

October 2026

## STAFF CHRISTMAS FUNCTION

Hi everyone,

We're excited to let you know that our Christmas Function will be held at Bob's Bar, Print Hall rooftop (Print Hall– Brookfield Place 125 St George's Terrace), on Friday, 18<sup>th</sup> December 2026 from 5:00pm – 9:00pm.

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 good time to remind everyone of a few points:

### 1. BEHAVIOUR AT THE PARTY

As a work function, the Company's behavioural and 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 under each of them.

### 2. DRUGS AND ALCOHOL

Illegal drugs and excessive alcohol consumption are not permitted. Food and drinks, including alcoholic beverages and non-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, including Company-provided food and drinks, will conclude at 9:00pm. You may remain at the venue if you wish and if venue staff permit it. Please note that anyone who stays does so in a private capacity and at their own expense.

### 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 function. No company vehicles are permitted at the function.

We want everyone to enjoy themselves, and we also want everyone to get home safely. If you are planning on having a drink or two, please plan your transport home in advance. You can:

- Use Public Transport – the venue is within walking distance from both the Perth and Elizabeth Quay train stations.
- Arrange 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 points above, please speak to your manager before the function. If you become intoxicated or unwell, feel unsafe or you can no longer attend, please contact your manager.

We trust everyone will receive this communication in the right spirit. The Company is committed to meeting its legal and moral obligations to ensure your safety and well-being, both in the workplace and at work related functions. 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!

Kind Regards,



Rachel Jefferies  
HSEQ, HR & Trades Support Officer

