



15 Tips for a Lawsuit-Free Holiday Office Party



If you skimp on the holiday office party planning, the only gift you'll be getting this year is an employment lawsuit. It's easier to prevent a lawsuit than it is to face one after it's led, and the majority of potential incidents can be avoided with proper planning. Follow these 15 tips to ensure your office holiday party runs smoothly and lawsuit-free.

1

Circulate Relevant Policies

Normal standards still apply at work parties. Circulate the Code of Conduct, rules regarding substances and social media policies.

2

Ask for Signatures

Have employees sign a compliance sheet before the party. This is a good way to get the point across about acceptable behavior at work parties.

3

Review Insurance Policies

Some insurance companies may deny claims that involve alcohol consumption. Be aware of any exclusions in your policy.

4

Consider Additional Insurance

Avoid gaps in coverage. If you're hiring a bartender for the evening, consider purchasing server liability insurance.

5

Where's the First Aid Kit?

Should disaster strike, you'll be happy that you know the exact location of the closest first aid kit, defibrillator and fire extinguisher.

6

Be Inclusive

Avoid issues by providing a variety of games, food and drinks, not just those Christmas-themed.



7

Keep the Party Optional

An employee who gets injured at a work party is more likely to pursue legal action if they didn't want to be at the work party in the first place.

8

Encourage Plus-Ones

The presence of a significant other reduces the odds that an employee will drink too much or behave inappropriately.

9

Offer a Wide Variety of Foods

Make sure there is something for everyone at the party. Consider employees with allergies, sensitivities, preferences or religious restrictions.

10

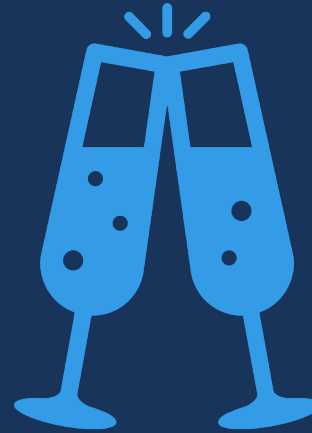
Offer a Wide Variety of Drinks

If the only options are water or wine, wine might be the best alternative. Offer juices or soft drinks and employees might opt for those instead.

11

Organize Activities & Games

Plan a variety of games, events, programs and speakers. Keep guests busy and out of trouble with fun activities all night long. Try trivia, charades or a scavenger hunt.



12

Limit Drinking Time

Closing the bar two hours before the party ends is a good practice to allow partygoers to metabolize alcohol before leaving.

13

Opt for Drink Tickets or Tokens

Instead of a free-for-all bar (paid or open) using drink tickets helps you to limit and/or monitor how much everyone is drinking.

14

Coordinate Safe Transportation

The company is responsible for intoxicated employees and may be liable for their behavior after they've left the premises. Avoid risks by coordinating safe rides home.

15

Speak Up, Intervene If Necessary

Recruit volunteers who can keep an eye on things and are willing to intervene if necessary.



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