

Christmas Function Policy

FIRMWIDE POLICY

Purpose

The purpose of this policy is to outline responsibilities and expectations for organising Christmas functions across all brands within the firm. The policy aims to ensure that all events are planned efficiently, align with company values, and foster team spirit.

Scope

This policy applies to all office locations and brands under the firm's umbrella.

Policy Guidelines

1. Responsibility for Event Planning

- The Office Manager for each brand is responsible for overseeing the planning and execution of the Christmas function (Lunch) for their respective office or brand.
- The Office Manager is expected to ensure the event aligns with the firm's budget, values, and inclusivity standards.
- The PH Team Representative and Assistant Representative are primarily responsible for organising the PH Christmas function and are expected to collaborate throughout the planning process.

2. Delegation of Duties

- While the Office Manager and PH Team Representative hold overall responsibility, they may delegate specific tasks or the entire event planning process to other team members.
- Delegation does not absolve the Office Manager and PH Team Representative of accountability for the overall success of the event.

3. Budget Allocation

- A pre-approved budget will be provided for each brand's Christmas function. The Office Manager must ensure that spending remains within the allocated amount.
- Any anticipated expenses exceeding the budget must receive prior approval from the Group Operations Manager.

4. Inclusivity and Engagement

- The event should be inclusive and considerate of the diverse cultural and personal preferences of all team members.
- Team Members should have the opportunity to contribute ideas for the event, ensuring greater engagement and participation.



Organising the Whole Firm Christmas Function

- In addition to brand-specific functions, a whole firm Christmas function will be organised.
- Responsibility for the whole firm Christmas function lies with the Group Operations Manager, who will oversee planning and coordination.
- The Group Operations Manager will establish a planning committee with representatives from each brand to ensure collaboration and input from all parts of the firm.
- The planning committee will handle venue selection, catering, entertainment, and any other key aspects of the event.

Budget for the Whole Firm Function

- A separate budget will be allocated for the whole firm Christmas function.
- Expenses should be tracked, and the Group Operations Manager must ensure costs remain within the allocated budget.
- Any additional expenses outside the approved budget require authorisation from the Executive Team.

5. Communication and Updates

- Regular updates regarding the event's planning progress should be communicated to the relevant team.

6. Timeline and Deadlines

Whole Firm

- Planning for the whole firm Christmas function should begin no later than 1st July of the current year.
- Key milestones, such as confirming the venue and sending invitations, should be completed by 1st October of the current year.
- The final event details should be communicated to all team members no later than 30th October of the current year.

Each Brand/Office

- Planning should begin no later than 1st October of the current year, and venue booking should be finalised by 30th November of the current year.

Effective Date: 1st January 2025

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