

Social Events Policy

POLICY # PC-03-04

FINAL

PURPOSE

The purpose of this policy is to set clear expectations for employees attending social events in connection with their OLG employment.

APPLICATION AND SCOPE

This policy applies to all OLG employees, consultants, and contract staff.

POLICY STATEMENT

The Ontario Lottery and Gaming Corporation (OLG) recognizes that employees may participate in OLG sponsored events, or approved events in connection with their OLG employment. During these events, employees are required to conduct themselves in accordance with the Code of Business Conduct.

REQUIREMENTS

1. All OLG employees are required to conduct themselves responsibly and professionally while participating in OLG sponsored or approved events in accordance with the OLG Code of Business Conduct and other applicable OLG policies.
2. Employees who participate in an OLG sponsored or approved event must refrain from:
 - Engaging in any activity that may render them impaired
 - Operating a motor vehicle while impaired
 - Engaging in any conduct that is a violation of OLG's harassment or violence policies
 - Engaging in behaviour that could prejudice or negatively reflect upon OLG and its reputation and/or be adverse to OLG's interests
3. Employees who have reason to believe and/or who become aware of, or witness behaviour in violation of this Policy, are required to immediately advise a manager or Human Resources representative without fear of reprisal or retaliation.

ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITIES
Employee	<ul style="list-style-type: none">▪ Conduct themselves in a responsible and professional manner when participating in OLG sponsored or approved events▪ Advise management or HR if they become aware of, or witness behaviour in violation of this Policy
Manager	<ul style="list-style-type: none">▪ Ensure employees are aware of expectations regarding their behaviour at any OLG-sponsored or approved events▪ Promptly investigate and address any reports of employee behaviour in violation of this Policy

RELATED POLICY INSTRUMENTS

- Substance Use Policy
- Respectful Workplace – Human Rights and Anti-Harassment/Discrimination Policy
- Prevention of Workplace Violence Policy
- OLG Code of Business Conduct

POLICY OWNER

Senior Vice President, People and Culture

POLICY APPROVAL

Approver	Date
Jennifer Edgar, Director Talent Acquisition & Employee Programs	October 21, 2022

REVISION / REVIEW HISTORY

Revision / Review Date	Updated By	Summary of Revision / Review
October 2022	People and Culture	Updated format, supersedes Social Events Policy #HRPP-02-16