
Alcohol Policy at Company Sponsored Events, Trainings and Meetings

Policy Status: Active

Supersedes: Alcohol Policy at Company Sponsored Meetings or Events, dated February 2008

Policy Owner: Managing Director of Communications and Events

Applicable To: Canada and Domestic

Date Last Updated: August 4, 2014

1.0 Policy

This policy documents the guidelines of alcohol at company-sponsored events, trainings and meetings.

2.0 Background

All Team Members are ultimately responsible for their choices and behavior regarding the consumption of alcohol when it is available at company-sponsored events, trainings and meetings. A company-sponsored event, meeting or training occurs anytime a group of Team Members gathers and is sanctioned by such Team Member's supervisor(s) and when the company provides catering services or purchases alcohol for a Team Member's consumption. Team Members should be aware they may be held individually or collectively liable for incidents from the uncontrolled or illegal use of alcohol. Accordingly, Team Members are expected to act appropriately and professionally at all times and to comply with all company policies, including the FedEx Offices Standards of Conduct.

3.0 Policy

- 3.1** The sale, availability or distribution of alcoholic beverages to anyone under the age of 21 is strictly prohibited. Team Members are required to produce identification for verification that they can legally consume alcoholic beverages when requested.
- 3.2** Regardless of the number of participants, service of alcoholic beverages at company-sponsored events, meetings or trainings shall be regulated to reduce the risk to the safety or well-being of Team Members, guests, the public, property and the FedEx and FedEx Office brands. At events with attendees of 100 or more people, drink tickets may be utilized to help regulate Team Member's alcohol consumption at company functions.
- 3.3** The Events Team must contract for and approve all company-sponsored events, trainings and meetings where the company provides catering and/or alcohol

service. Alcohol will be stored and dispensed in a controlled service area accessible only to designated server(s). Common containers of alcoholic beverages will not be allowed unless controlled by the server. For example a bottle of wine may not be set on the table for Team Members to serve themselves, but must be poured into a glass by the server.

- 3.4** Alcohol, payment of bar tabs, coupons for free or reduced price drinks may not be awarded as prizes at any company-sponsored event.
- 3.5** All alcoholic beverages must be consumed within the area in which it is served. No containers, either open or closed, may leave the event area.
- 3.6** Drinking games or other activities which encourage the rapid consumption or the consumption of large amounts of alcohol are prohibited.
- 3.7** Beer or wine is the company standard when alcoholic beverages are served and catering is provided by the company. Hard liquor will not be served at such catered company events unless approved by the Events Team and the appropriate FedEx Office's Senior Officer, i.e., SVP or above.
- 3.8** The presence or consumption of alcohol is not permitted on transportation vehicles used during or to support company-sponsored events, including shuttles and bus services used for both local and long distance transport of participants.
- 3.9** At all events, meetings and trainings where alcohol is served, the sponsoring department or management team must ensure obviously intoxicated persons are not served alcoholic beverages.
- 3.10** It is always the sole responsibility of the Team Member, and not FedEx Office's, to ensure he or she does not operate a vehicle if his or her blood alcohol level exceeds the legal limit in the jurisdiction in which the event, meeting or training is being held.
- 3.11** Team Members representing FedEx Office's at non-company sponsored events, i.e., conferences, seminars, business meetings, etc. must be responsible regarding their use of alcohol and abiding by the laws and policies of the state, country or organization they are visiting. FedEx Office's may take disciplinary action against individuals whose use of alcoholic beverages negatively impacts the company's brand, business operations or the health, safety and welfare of the FedEx Office's organization and members.
- 3.12** Team Members who do not comply with this policy may be subject to discipline up to and including termination of employment.
- 3.13** Team Members are responsible for the conduct and actions of their guest(s) at all company-sponsored events to include ensuring they remain in compliance with this and other company-related policies.

4.0 Accountability

4.1 Events Team

The Events Team must contract for and approve all company-sponsored events, trainings and meetings where the company provides catering and/or alcohol service. Alcohol will be stored and dispensed in a controlled service area accessible only to designated server(s). Common containers of alcoholic beverages will not be allowed unless controlled by the server.

4.2 All Management

At all events, meetings and trainings where alcohol is served, the sponsoring department or management team must ensure obviously intoxicated persons are not served alcoholic beverages.

4.3 All Team Members

It is always the sole responsibility of the Team Member to ensure he or she does not operate a vehicle if his or her blood alcohol level exceeds the legal limit in the jurisdiction in which the event, meeting or training is being held.

5.0 Relevant Reference Documentation

Additional Documentation

FedEx Office Team Member Handbook