

## **Model Notice: Alcohol consumption at firm's party**

### **Why you need this notice:**

Holiday and other office parties often include alcohol, and excessive alcohol consumption poses risks for employees.

### **How this notice helps you:**

By letting employees know about your concerns for their safety, and providing recommendations for safe behavior, you are acting responsibly.

### **How to use this notice:**

Modify this notice for your firm.

**THIS TOOL AND HUNDREDS MORE AVAILABLE AT: [HTTP://WWW.LAWOFFICEMGR.COM](http://WWW.LAWOFFICEMGR.COM)**

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## **Model Notice: Alcohol consumption at firm's party**

To: All ABC Law Firm Staff  
From: Firm Management  
Date: December 7, 2015

Re: Consumption of Alcohol at Law Office Holiday Party

As you know, the law office is hosting its annual holiday party this Friday evening at The Town and Country Club. While we are very much looking forward to seeing everyone there, attendance is purely voluntary and no one is required to come or stay for any set length of time.

Because alcohol will be served at the party, we would like to take this opportunity to remind everyone about our zero-tolerance policy for drinking and driving. Please behave responsibly and limit your alcohol consumption to a reasonable amount. If you are driving, please do not drink any alcohol. Research has shown that even low blood alcohol concentration impairs driving skills and increases crash risk. If you feel you are unable to drive home after the party, please ride home with a friend or use one of the taxis that we have provided at the club.

Be safe, be courteous, and have a great time.

*This material is for informational purposes only and not for the purpose of providing legal advice. You should always contact your attorney to determine if this information, and your interpretation of it, is appropriate to your particular situation.*

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