

People & Culture Policy

Work Related Social Events Policy

| 01 June 2026

Chief People Officer



Table of Contents

1.	Introduction	2
2.	Scope	2
3.	What counts as a work related social event?	2
4.	EPIC expectations at a social event.....	3
5.	Standards of behaviour	4
6.	Alcohol	4
7.	Drugs.....	5
8.	Respect and inclusion	5
9.	Reputation	6
10.	Confidentiality.....	6
11.	Social media and photos.....	6
12.	Safety	7
13.	Line Manager and event organiser responsibilities	7
14.	Unauthorised absence.....	8
15.	Ticketed events, non-attendance and cost to the Company.....	8
16.	Accidents and concerns.....	9
17.	Breach of the policy	9
18.	Related Policies.....	9
19.	Document Control.....	11



1. Introduction

Excel London may arrange work related social events from time to time as we recognise the value of colleagues having opportunities to connect socially and build strong working relationships.

We want everyone to enjoy these events. We also expect colleagues to behave in an appropriate and responsible way that protects each other's wellbeing and does not damage Excel London's reputation. Above all, everyone should be able to take part without feeling uncomfortable because of someone else's behaviour.

This policy does not form part of your contract of employment and may be amended at any time.

2. Scope

This policy applies to anyone working for or on behalf of Excel London, including employees, workers, contractors, agency staff, volunteers, interns and apprentices.

It applies to events that are:

- organised, hosted or funded by Excel London; and/or
- attended because of your role (including client, supplier, industry events;
- and is connected to work in a material way

This policy also applies to travel to and from work-related social events, overnight stays, and any online or message-based communication connected to the event (for example group chats), as well as any informal "after" gatherings that remain connected to the event or attended because of work.

3. What counts as a work related social event?

A work related social event is any social event or gathering, whether during or outside normal working hours, that has a connection to work.

An event will normally be treated as work related where one or more of the following applies:

- it is organised, authorised, funded or promoted by Excel London;
- it is arranged by a manager, team or department in connection with work;
- it takes place alongside, or as part of, a work activity, such as a conference, training event, away day or business travel;
- it is held to mark a work-related occasion, such as a leaving event, team celebration or seasonal function;
- the invitation, organisation or attendance is connected to people's work roles or working relationships.

Examples may include:

- team building days
- team lunches, dinners or drinks
- conferences and away days
- leaving drinks
- seasonal events (for example, Winter or Summer parties)
- virtual social events

This is not an exhaustive list.

A social gathering will not normally be treated as a work-related social event where it is a purely private arrangement between colleagues and has no material connection to work beyond the fact that the individuals know each other through work.

However, conduct outside work may still be addressed under this and related policies (section 14) or procedures where it affects working relationships, the workplace, or Excel London's reputation.

4. EPIC expectations at a social event

At work related social events, we expect everyone to live our values:

Excellence: be professional and considerate. You represent Excel London at all times.



Passion:	bring positive energy, include others and help create an environment where everyone feels welcome.
Impact:	be mindful of the impact you have on those around you. Your behaviour affects colleagues' experience, safety and sense of belonging, as well as Excel London's reputation.
Character:	act with integrity, treat people with respect and use good judgement at all times. Make choices that ensure everyone can enjoy the event and feel comfortable.

It is useful to remember:

- Don't be the one whose behaviour creates risk, discomfort or consequences for others, yourself, or the business.
- Take responsibility for your actions and step in (where safe to do so) or seek support if something isn't right.

5. Standards of behaviour

Work-related social events are an extension of the working environment. You are expected to behave appropriately, responsibly and in a way that does not adversely affect the safety, dignity or comfort of others, or the reputation of Excel London.

6. Alcohol

If alcohol is available at a work-related social event, it should be consumed in moderation. Free alcohol is not an excuse for excessive drinking.

Alcohol is always optional. No one should feel under pressure to drink, to drink more than they want to, or to justify their choice.

If a manager or event organiser reasonably believes that someone's judgement is impaired, or that their behaviour is affecting or may affect the comfort or safety of others, they may take appropriate steps. This may include asking the person to stop drinking, take a break, get some food or water, or leave the event with appropriate support to get home safely.



You are responsible for ensuring that you are fit to travel safely, including not driving over the legal limit.

7. Drugs

Illegal drugs are not permitted at work-related social events. This includes using, possessing, supplying, or being under the influence of illegal drugs.

This also includes the misuse of legal substances where that misuse may impair behaviour, judgement or fitness for the event, including prescription medication, over-the-counter medication, solvents and so-called “legal highs”.

If there are concerns that someone may be under the influence of drugs or another impairing substance, a manager or event organiser may take appropriate steps, including asking the person to leave the event and making arrangements for them to get home safely.

You are required to inform your line manager or People and Culture if any prescribed or over-the-counter medication you are taking may affect your fitness for work, safety, judgement, or the outcome of an alcohol or drugs test.

8. Respect and inclusion

Our Dignity at Work expectations apply at all times.

This includes sexual harassment. You must respect other people’s boundaries and ensure that any comments, conduct or physical contact are welcome. Unwanted conduct of a sexual nature will not be tolerated, regardless of intent.

Aggressive behaviour, verbal abuse, inappropriate language or conduct towards colleagues, guests or third parties is unacceptable.

Unacceptable behaviour from third parties (for example clients, suppliers, contractors or members of the public) is not “part of the job”. If you experience or witness it, raise it. We will take it seriously and act appropriately.

9. Reputation

At work related social events, you are still representing Excel London. We expect you to use good judgement and to behave in a way that protects colleagues' experience and Excel London's reputation. You must not behave in a way that could damage the reputation of Excel London.

Be mindful that events may take place in public settings and around clients, partners and members of the public. If something wouldn't be appropriate in the workplace, it's unlikely to be appropriate here.

10. Confidentiality

Do not disclose or discuss confidential business information at a work related social event, including where conversations may be overheard or repeated. You must not do or say anything that risks breaching confidential business information.

If a conversation is moving into confidential territory, you are expected to stop, redirect or pick it up another time.

11. Social media and photos

Be respectful when taking or sharing photos or videos. Get consent before sharing images of colleagues or posting anything connected to a work related social event.

Be mindful that photos, videos and posts can create cyber and security risks. Do not share content that could compromise Excel London's security or systems, including:

- ID badges, lanyards, access passes, wristbands, QR codes or any access credentials
- screens, whiteboards, documents, visitor lists, or anything that could reveal confidential information
- sensitive locations, security arrangements, or back-of-house areas that are not public



Do not post content that could reasonably cause offence, undermine someone's dignity, or create reputational harm for Excel London.

It's important to remember that photos/videos can include personal data and must be handled responsibly in line with GDPR (data protection legislation). If asked to remove a post or image, you are expected to do so promptly and cooperate with any reasonable follow-up.

12. Safety

Plan your journey home responsibly, particularly where alcohol is involved. Look out for each other and take sensible steps to ensure everyone gets home safely. If you feel unsafe, unwell, or are concerned about someone else, seek support from a manager or event organiser. If a manager or organiser believes someone's safety is at risk, they may step in and help the person leave the event and get home safely.

13. Line Manager and event organiser responsibilities

Managers and colleagues who are hosting or organising work related social events (including People & Culture) help to set the tone on the day, not to police anyone's fun, but to support an event that is safe, inclusive and consistent with our EPIC values.

Work standards continue to apply at work-related social events.

In practice, this means:

- role-modelling the standard of behaviour we expect and helping keep things respectful and welcoming;
- keeping a light touch awareness of alcohol consumption and stepping in early, discreetly, if someone's judgement seems impaired or others' comfort is affected;
- supporting anyone who feels uncomfortable or unsafe and, where needed, involving People & Culture appropriately;
- addressing issues promptly and proportionately (including concerns about harassment);
- ensuring any incidents, near misses or accidents are reported through normal channels.



14. Unauthorised absence

Unless you have agreed annual leave (or it is a non-working day), you are expected to attend work as normal on the next working day following a work-related social event.

If you are unwell, follow the usual sickness reporting process.

If you do not attend work and have not followed the relevant process or obtained agreement in advance, this may be addressed under our disciplinary procedure.

15. Ticketed events, non-attendance and cost to the Company

For some work related social events (for example, conferences, awards dinners, hospitality, or pre booked activities) Excel London may pay for places in advance. Where a ticket has been purchased for you, we expect you to attend or to give as much notice as you reasonably can if you can no longer make it.

If you cannot attend, please let your line manager and the event organiser know as soon as possible so we can try to reallocate the place or cancel where possible.

If someone does not attend and we have not been told, we will follow up to understand what happened and to help avoid repeat costs.

For some ticketed events we may ask for an attendance confirmation (and, where relevant, written agreement to any stated repayment terms) before purchasing the ticket. Where a no-show results in a non-refundable cost to the Company, Excel London may discuss reimbursement, taking the circumstances into account (for example, illness or an emergency).

Any recovery of costs will be handled fairly and lawfully. No deduction will be made from wages unless permitted by law, authorised by the employment contract, or agreed by the colleague in writing in advance.



16. Accidents and concerns

If an accident or incident occurs during a work-related social event, it must be reported in line with our normal reporting procedures.

If you experience or witness behaviour that does not reflect our standards (including behaviour that makes someone feel uncomfortable), raise it as soon as reasonably possible with your line manager or People & Culture. Concerns will be handled appropriately and sensitively.

You will not be treated unfavourably for raising a genuine concern or supporting someone else to raise one. If you're not sure whether something should be raised, it's always better to check.

17. Breach of the policy

Work-related social events are an extension of the working environment, and the standards expected at work continue to apply.

Any breach of this policy may be dealt with under the Company's Disciplinary Policy. Each case will be considered on its own facts and merits, including any relevant explanation and whether the individual is receiving support for a drug- or alcohol-related problem, before any decision is made on the appropriate outcome.

Serious breaches, including involvement with illegal drugs, violence, harassment, or behaviour arising from alcohol or substance misuse that compromises safety or creates a risk of harm to others or to the Company's reputation, may be treated as gross misconduct. This may result in disciplinary action up to and including summary dismissal.

18. Related Policies

- Alcohol and Drugs Procedure
- Alcohol and Drugs Testing Policy
- Alcohol and Drugs Misuse Policy
- Dignity at Work Policy



- Diversity, Equality, and Inclusion Policy
- Disciplinary Policy
- Grievance Policy
- Health & Safety Policy and Procedures
- Safeguarding Policy



19. Document Control

a. Document Information

Document Title	Work Related Social Events Policy
Document Owner	Chief People Officer
Function	People and Culture
Contact Details	peopleandculture@excel.london
File Reference	

b. Version Control

Version	Date	Name	Position	Amendment
1.0	01/06/2026	Helene Sharrock	CPO	First Draft
2.0	09/06/2026	Helene Sharrock	CPO	Second Draft

c. Document Review/Approval

Name	Position	Department	Date	Review/Approve
Harry Loffman	Head of Legal	Corporate Services	08/06/2026	Reviewed
Gulshan Chopra	Head of Risk & Compliance	Corporate Services	09/06/2026	Reviewed
Jeremy Rees	Chief Executive Officer	Executive Board	09/06/2026	Approved
David Miles	Chief Financial Officer	Executive Board	09/06/2026	Approved

d. Distribution List

Name	Position	Department
All Colleagues	All Positions	All Departments

e. Type of Policy

Name	Yes/No
Corporate	Yes
Operational	Yes
Published	Not externally



--	--

Internal Departments/Areas
All staff

f. Policy Interfaces with the following external entities

External Entities
Contractors and Suppliers of workforce

g. Policy Applies to the following locations

Phase 1	Yes
Phase 2	Yes
Phase 3	Yes
Warehouse K	Yes
Estate Wide	Yes

h. Policy Applies to the following guest groups

Organisers	No
Visitors	No
Excel Workforce	Yes
Contracted Workforce	Yes