

EDINBORO UNIVERSITY OF PENNSYLVANIA

**UNIVERSITY SOCIAL FUNCTIONS DURING WORKING HOURS-Policy
No. C002**

Recommended for Approval By Clifford Cox, Executive Assistant to the President

Approved By Foster F. Diebold, President on April 12, 1993

Review Date: As Required

INTENT

The intent of this policy is to create the guidelines under which special occasion gatherings may take place at the workplace during working hours.

POLICY

Social gatherings of employees for the purposes of celebrating special occasions or holidays are permitted in the workplace during conventional meal time periods only. Such gatherings are to be strictly secular in nature and alcoholic beverages in any form are strictly prohibited.

PROCEDURE

1. Employees wishing to gather socially in the workplace during working hours must have the recommendation of the unit's immediate supervisor and the approval of the vice president of the appropriate division.
2. Participants of such gatherings should observe decorum and be considerate of others in the workplace.