# Liquor Liability Policy

Location:

Effective Date: 11/28/2018

Revision Number: 1

ABC\_Client

**Purpose**

For the safety of all employees and patrons, ABC\_Client requires all employees to adhere to responsible practices when serving and drinking alcoholic beverages. After reading this policy, employees will understand the following:

To whom alcohol can be served

When alcohol can be served

The amount of alcohol that can be served

Responsible practices for serving and drinking alcohol during company events

**Scope**

This policy applies to all employees who serve alcohol, as well as to employees who consume alcohol at company-sponsored events, both on-site and away from ABC\_Client property.

**Responsibilities When Serving Alcohol to Patrons**

ABC\_Client is responsible for ensuring that employees and patrons abide by all state and local laws regarding the service of alcohol. In an effort to promote compliance and safety, ABC\_Client expects all employees to follow company policy. Failure to do so may result in disciplinary action, up to and including termination. ABC\_Client expects employees to adhere to the following rules when serving alcohol to patrons:

Refuse service of alcohol to any person under 21 years of age or to any person who appears visibly intoxicated.

Require any patron who appears to be underage to present government-issued photo identification with his or her date of birth indicating that he or she is at least 21 years of age. If the identification appears to be forged or tampered with, the employee checking the identification should inform his or her manager.

Immediately notify a manager or supervisor when a patron shows visible signs of intoxication. The manager or supervisor should then inform the patron that it is not legal to continue service of alcoholic beverages to the individual who shows signs of intoxication.

Urge any patron showing visible signs of intoxication to avoid driving home. If the intoxicated patron drives away, the employee should note the patron’s license plate number and contact local law enforcement.

After refusing service to any patron, an employee should note the patron’s appearance and clothing on an incident report, which should be given to and recorded by his or her manager.

Dispense all alcohol in measured quantities.

Use good judgment concerning the number of drinks served at a time.

Participate in a designated alcohol-awareness training program within [insert time period] of beginning employment.

**Responsibilities When Serving Alcohol to Employees at Company Events**

ABC\_Client may enlist the help of employees when serving alcohol at company-sponsored events. Employees who agree to serve alcohol at company events are expected to follow all aforementioned rules as well as the following:

Obtain executive approval before hosting a company event. A member of the executive team should be present during the entire event.

Limit the number of alcoholic drinks served to two per guest. Serve alcohol over a time period of no more than two hours.

Offer food during the time period that alcohol will be served to limit intoxication.

Provide transportation options to employees who cannot safely drive home.

**Responsibilities When Consuming Alcohol at Company Events**

ABC\_Client may sponsor company events during which alcohol is served. In an effort to promote responsible alcohol consumption at all company-sponsored events, ABC\_Client requires employees to follow the guidelines listed below:

Behave in a professional manner and follow all company policies.

Avoid alcohol if you are under 21 years of age.

Arrange for a safe ride home if you have had too much to drink.

Ensure that guests abide by all company policies. If your guest shows signs of intoxication, do not allow him or her any more alcohol.