



Event Related Bank Policies

The Bank has a number of policies to govern workplace responsibilities, behaviour, compliance and risk. Most of these can be found on the following link:
<http://commnet2.cba/global/hrintranet/Main/policies/group/Pages/default.aspx>

The following policies are relevant to running events at CBA and should be considered in the planning of your events whether internal or external.

Event Consideration	Policy Name	Policy Link
Collecting personal data for event registrations	Group Internal Privacy Policy	http://commnet2.cba/Main/group/privacy/Documents/Internal_Privacy_Policy.pdf?s_rank=1&s_type=content
Organising Functions and Events	What is a function or event When to advise Group Security Event Details required What will Group Security do External security contractors Lead up to functions or events During a function or event	http://commnet2.cba/Main/group/security/physical-security/Pages/functions-events.aspx
Group Security	Group protective Security Standard	http://commnet2.cba/Main/group/security/physical-security/Pages/Guidelinesforafter-hourseventsonGrouppremises.aspx
Social Media at Events	Social Media Policy	http://commnet2.cba/global/hrintranet/Main/policies/a-z-policy-index/Pages/Social-Media-Policy.aspx
Staff Behaviour at Events	Workplace Conduct Policy	http://commnet2.cba/global/hrintranet/Main/policies/a-z-policy-index/Pages/Workplace-Conduct-(EEO)-Policy.aspx
Drugs and Alcohol at events	Drugs and Alcohol Policy	http://commnet2.cba/global/hrintranet/Main/policies/a-z-policy-index/Pages/Drug-and-Alcohol-Policy.aspx
Living the Vision and Values of the Bank	Statement of professional Practice	http://commnet2.cba/global/hrintranet/Main/policies/group/Documents/professional-practice.pdf
Third Party Endorsements	Third Party endorsements	http://commnet2.cba/Main/group/communication/Documents/Third-Party-Endorsements.pdf?s_rank=1&s_type=content

You may consider adding the following terms and conditions to registration sites for large staff events such as end of financial year or end of year celebrations.

Staff Responsibilities – attending a Commonwealth Bank Event

All event attendees should understand and agree to the following Terms and Conditions of attending a Commonwealth Bank Event.

Please refer to your Manager if you are unclear or do not understand these terms and conditions.

Staff policy information

Whether an internal or external event, you are representing our organisation, and are therefore expected to protect the Bank's high reputation by adopting personal standards and conduct at all times in accordance with "Our Commitments", the foundational policy and guiding framework.

You are responsible for confidentiality and discretion when attending an official Group approved offsite or are representing the Group at an external event. In this regard be responsible with alcohol and adopt personal behaviour standards consistent with the high reputation of the Bank and ensure you observe the Bank's Social Media policy.

The Social Media Policy covers inappropriate content and information stored or posted in the social media environment, which is capable of being connected to the Group. As a general rule, you should be guided by your common sense and not display or post any information that may damage the Group's brand image or reputation in any way. Specifically you must not tweet, blog or use social media to post anything about the event you are attending, without agreement from the Group. It is important that you keep your environment safe and take care of your own and your colleagues' wellbeing during festivities.

Our Drug and Alcohol policy and Workplace Conduct (EEO) policies apply to all workplace events, including social activities with colleagues outside work hours, whether you're on Group premises or not. Behaviours which upset or offend other colleagues such as excessive drinking, loutish behaviour, offensive language etc. will not be tolerated under any circumstances. Please note that staff are not permitted to bring alcohol to any event.

The Bank's Social Media, Drug and Alcohol, Workplace Conduct (EEO) and "Our Commitments" (Statement of Professional Practice) policies can be found on the following intranet page: <http://commnet2.cba/global/hrintranet/Main/policies/group/Pages/default.aspx>. Any breach of the Statement of Professional Practice, or Duty of Confidentiality, will be viewed as serious and may result in disciplinary action, including dismissal.

Special requirements or dietary requirements

If you have any special dietary, cultural or health practices, it is your responsibility to inform the event manager of any of these at the time of registration if these needs are to be met during this event. Whilst it may not be possible to guarantee that your needs can be accommodated every reasonable effort will be made to do so and can only be made with prior advice.