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Holiday

1. Adjective _____
2. Proper Noun Plural _____
3. Noun _____
4. Event _____
5. Noun _____
6. Verb _____
7. Verb Ending In Ing _____
8. Noun _____
9. Number _____
10. Adjective _____
11. Verb Ending In Ing _____
12. Verb Ending In Ing _____
13. Number _____
14. Noun _____
15. Plural Noun _____

Holiday

This is a _____Adjective_____time of the year and a season of celebration with family, friends and co-workers. As you know, at Servco, we make work fun, and many of you plan to have some sort of Company function with other members of your team during the holidays. While we encourage all of you to participate and enjoy these festivities, our concern for your safety and well-being leads us to remind you about Servco policies on Company parties and functions. Though we may come off as _____Proper noun plural_____ we hope you understand that we just have everyones interests at heart and want everyone to have a truly happy holiday season.

Please remember and abide by the policies set forth below, which are not only for this time, but apply throughout the _____Noun_____. As you know, violations of these and other Company policies and house rules can result in disciplinary action up to and including _____Event_____. It is the responsibility of each manager, as well as each individual employee, to make sure they are followed.

1. For functions that occur on Servco premises, except for special events with prior authorization from a senior _____Noun_____to do so, no alcohol should be served and employees and guests should not be allowed to _____Verb_____or

consume alcoholic beverages on their own.

2. For Servco functions that are not on Servco premises, any alcoholic consumption should be carefully monitored. Employees and guests should be prevented from _____Verb ending in ing_____too much. If there is any question about someone ability to drive safely, use caution and get a designated driver or _____Noun_____to take that person home. Also, no alcohol should be served during the last _____Number_____hours before the end of the function.

3. Please be sensitive to the feelings and perceptions of your co-workers and others. Servco policies on the prevention of any sort of harassment, sexual or _____Adjective_____ should be followed. Off-color jokes, inappropriate _____Verb ending in ing_____or other things that could offend people should be avoided. In other words, let make sure everyone has fun.

. If any door prizes are to be awarded, please be aware that you cannot require any payment from the participants to take part in a raffle, as that constitutes _____Verb ending in ing_____.

5. As you know, in the case of gift giving, itâ??s the thought that counts. To avoid misunderstandings, please keep gifts among employees to a nominal value (not more than _____Number_____.

It a great time of the year, and with your _____Noun_____ we can all have a lot of fun in a safe and responsible way. Happy holidays and best wishes to you and your loved _____Plural noun_____

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