

# 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 \_\_\_\_\_<sup>Adjective</sup> 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 \_\_\_\_\_<sup>Proper noun plural</sup> 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 \_\_\_\_\_<sup>Noun</sup>. As you know, violations of these and other Company policies and house rules can result in disciplinary action up to and including \_\_\_\_\_<sup>Event</sup>. 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 \_\_\_\_\_<sup>Noun</sup> to do so, no alcohol should be served and employees and guests should not be allowed to \_\_\_\_\_<sup>Verb</sup> 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, it'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 \_\_\_\_\_