



Protocols for 2025 end-of-year celebrations

Published 14/11/2025 · 3 min read

As the end-of-year draws closer and we look ahead to celebrating the festive season with our teams and colleagues, it's a timely reminder of some of our key protocols regarding work-related or associated functions / events.

We hope you take this opportunity to celebrate and recognise everyone's efforts this year, doing so in a way that aligns with APRA's values around respect and inclusivity for all.

Location-based celebrations

This year we'll be running the end-of-year celebrations for our Sydney and Melbourne colleagues, in-house and at their respective offices at 1 Martin Place (Sydney) and 600 Bourke Street (Melbourne).

As Adelaide, Canberra and Brisbane do not have suitable spaces at the existing offices to hold an event, these teams will host suitable smaller events externally.

APRA employees can attend one of the end-of-year events and you are encouraged to attend the one in your location.

Key protocols

In order to ensure everyone enjoys the festivities while at the same time managing Work Health and Safety protocols and workplace reputation and values, we'd like to remind everyone of our key policies that guide behaviours at these events (including any gatherings after the formal celebrations).

For APRA-sponsored events, everyone is expected to abide by the protocols and APRA's other applicable policies:

- People are not to return to work or undertake work after having consumed alcohol.
- As part of a collegiate community, there is an expectation that everyone will look out for their colleagues. If an employee has or appears to have had too much to drink or is not feeling well, they should be offered assistance or seek the support of the nominated person responsible for overseeing the function or First Aid Officer or leader. The nominated person should take action to ensure the employee safely travels home.

Key policies: work-related or associated functions / events

-  APRA Code of Conduct Policy
-  Professional and Ethical Behaviour Policy
-  Preventing Discrimination, Harassment and...
-  Preventing Sexual Harassment Policy
-  Work Health and Safety Policy

Gifts and entertainment

- Gifts and hospitality are synonymous with this time of year. As a general rule, you should avoid accepting gifts and hospitality. However, you **must not** accept gifts or hospitality if it could create the impression of an actual or perceived conflict of interest.
- It's important to be mindful of APRA's [policy requirements](#) (section 9.3) regarding giving and receiving gifts and offers of hospitality or sponsored travel.
- APRA staff must disclose all gifts and hospitality in SHOP via the [gifts & hospitality form](#) and fully comply with the Gifts and Hospitality Policy.
- Staff are **encouraged** to formally lodge rejected offers of gifts, hospitality, sponsored travel, and donations through SHOP. Learn more here about [Enhancing transparency: Rejected gifts and hospitality](#).

Feeling unwell

- We understand that everyone wants to join in the celebrations over this period, but we would like to remind you to be vigilant with your health and consider your colleagues. **Please don't come into work or an end-of-year event if you feel unwell.**

Mental Wellbeing

- This time of year can be challenging for many, with additional financial stresses, busy social calendars and long to-do lists, so it's important that you look after your mental health and wellbeing.
- For further assistance and support with wellbeing, you can reach out to [People & Culture](#), our in-house [Wellbeing Ambassadors](#), or our [Employee Assistance Program with TELUS Health](#).
- We encourage everyone to keep an eye out for each other and reach out if you think someone needs extra support.

Be responsible

- Your safety is of the utmost importance to us. If you are thinking about having a drink or two at any of the end-of-year celebrations, please do so responsibly, do not return to the workplace after alcohol consumption and ensure you have safe travel arrangements in place.