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## Responsible Service of Alcohol Policy

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### **Purpose:**

To outline the responsibilities that all employees have in regards to the responsible service of alcohol to all members and their guests of the club. North's has a important role within the community to ensure we are abiding by and upholding current legislation regarding the service of alcohol to people whom are deemed to be intoxicated or under the legal drinking age.

### **Coverage:**

This policy applies to all premises registered to North Sydney Leagues Club Group Ltd

### **Policy:**

Every employee of the club has a direct responsibly to ensure alcohol is not served to intoxicated patrons or persons under the age of 18. There are serious fines under the Liquor and Administration Act 2007 that can be handed down for anybody who is found to have broken these laws.

### **Procedure:**

All employees of the club when on shift must always be vigilant in being able to recognise what customers have had to drink and when to say 'NO' to a patron when they are showing signs of intoxication.

Signs of intoxication are

- slurred speech
- impaired vision
- unsteady on feet
- lack of coordination

If a patron is showing signs of being intoxicated and you have reasonable belief that they have consumed too much alcohol you must not serve them anymore drinks. You must also notify your supervisor and manager immediately.

### *Preventing Underage Drinking*

All employees on shift have a responsibility to ensure that at all times there are no underage persons frequenting areas of the club for adults only.

### **North Sydney Leagues Club Group Ltd**

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Beverage staff must also be extra vigilant when serving drinks to persons that may look underage. When in doubt of a person's age, do not hesitate to ask them for their identification.

Do not just assume that if they have entered and signed into the club that they have already shown their identification.

Acceptable forms of Identification that North's will accept

- NSW Photo card issues by the Roads and Traffic Authority (RTA)
- Photo Driver's License any State of Australia
- Passport
- NSW Proof of age card

There are large fines for both employees and venues that have been found to have breached this legislation, so it pays to be vigilant and to recognise the signs.

### **Consequences of Breaching this Policy:**

North Sydney Leagues Club Group Ltd requires compliance with this policy. If an Employee does not follow this policy, appropriate disciplinary action will be taken which may include termination of employment

### **Approval:**

### **North Sydney Leagues Club Group Ltd**

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