

Holiday Best Practices – Toolbox Talk

For many of us, the upcoming holidays are a joyful season, a time filled with family, friends, and happiness. However, the holidays can also be stressful and dealing with holiday stress along with workplace obligations can be difficult. Holiday stress can be both negative and positive stress as even the most joyful events can be stressful to our minds and bodies, causing headaches, lack of sleep, fatigue, difficulty concentrating, short temper, and various physical ailments.

Here are some tips to manage holiday stress at work:

- **Be Alert** –Personal stresses can be distracting and may cause you to overlook common workplace safety practices. Keeping your mind focused on your tasks will keep you safe and help reduce stress.
- **Help Out** – Coworkers who are feeling holiday stress are more likely to get into accidents and conflicts. Keep an eye on your coworkers and assist them when needed.
- **Listen and Watch** – Managers and co-workers can take an active part in minimizing workplace stress by listening to each other and watching for signs of conflict.
- **Festive fun** – The holiday season can be a lot of fun but make sure you come to work unimpaired by drugs or alcohol.
- **Focus on work-life balance** – The added pressure on time with work and family obligations during the holidays can often be overwhelming, make sure you are taking good care of yourself both at work and at home.
- **Ask for help if you need it** - Ask for help when you're stressed or overwhelmed and rely on your team members, other leaders or our Human Resources team for support. [Local Team – feel free to include EAP services you offer to your team if applicable to your location]

Gift giving and receiving

Gift giving and receiving of gifts in the holiday season for many parts of the business can be common. Gifts can be used to build goodwill and strengthen relationship with third parties such as customers and suppliers, but care should be taken when giving or receiving gifts.

Gifts should never be given to government inspectors or employees, i.e. Environmental Health Department Inspectors, local fire service etc.

If you receive or give gifts to suppliers for example make sure you follow company policy and RPM's Gifts, Entertainment and Donations Policy. If you are unsure as to whether a gift is acceptable or have concerns over gift giving practices you see, please contact your group's or RPM's Legal and Compliance team or call the RPM hotline.