Acas offers some top tips for employers in Northants to consider for the 2018 World Cup:

**Time off -** employers may wish to look at being a little more flexible when allowing employees leave during this period and employees should remember that it may not always be possible to book leave off. The key is for both parties to try and come to an agreement. All requests for leave should be considered fairly. A consistent approach should be applied for leave requests for other major sporting events too as not everyone likes football!

**Sickness absence -** levels of attendance should be monitored during this period in accordance with the company’s attendance policy. Any unauthorised absence or patterns of absence could result in formal proceedings. This could include the monitoring of high levels of sickness or late attendance due to post match celebrations.

**Flexibility -** one possible option is to have a more flexible working day. Employees could come in a little later or finish sooner and then agree when this time can be made up.

Allowing staff to listen to the radio or watch the TV may be another possible option. Employers could also allow staff to take a break during match times. Another option is to look at allowing staff to swap shifts with their manager's permission.

It is important to be fair and consistent with all staff if you allow additional benefits during the World Cup. Any change in hours or flexibility in working hours should be approved before the event.

**Use of social media and websites -** there may be an increase in the use of social media such as Facebook, Twitter or websites covering the 2018 World Cup.

Employers may wish to remind staff of any policies regarding the use of social networking and websites during working hours. The policies should be clear on what is and isn’t acceptable web use.

**Drinking or being under the influence at work -** some people may like to participate in a drink or two while watching the match or go to the pub to watch a match live. It is important to remember that anyone caught drinking at work or under the influence of alcohol in the workplace could be subject to disciplinary procedures. There may be a clear no alcohol policy at work and employees may need a reminder.

Acas’ full guidance for the 2018 World Cup is available at <http://www.acas.org.uk/worldcup>