



RIGHT TO DISCONNECT POLICY

Intent

The intent of this policy is to explain the boundaries between being “at work” and “not at work”. Recent technological advancements, along with an increase in remote work arrangements, have brought forward the risk of “hyper-connectivity”.

In this policy you will find:

- Who this policy applies to
- Definition of disconnecting from work
- Expectations
- Resources to disconnect from work
- Acknowledgement and agreement

Employees, for the purpose of this policy, are defined as the following:

- Full-time employees
- Part-time employees
- Casual employees
- Seasonal and temporary employees
- Managers, Supervisors and Team Leads

The Company will act in compliance with all Local, Provincial, and Federal Legislation to ensure employees can disconnect from work.

Definition of Disconnecting from Work

Disconnecting from work means “not engaging in work-related communications including emails, telephone calls, video calls or the sending or reviewing of other messages, to be free from the performance of work.”

The right to disconnect is the right of employees, to not be penalized for not engaging in work-related communications outside of their scheduled work hours.

Expectations

This policy is not intended to interfere with the private lives of our employees or infringe upon on their rights. Instead, this policy is designed to help employees disconnect from work outside their scheduled working hours.

Under certain circumstances, it may be required for employees to communicate outside of their regular working hours. These circumstances include but are not limited to:

- a) Where operational or business needs require such communications and the employee has been given advance notice;
- b) Where such communications are required due to the nature of the employee’s job duties;
- c) Where the employee has been authorized to work flexible hours and/or shifts
- d) In instances involving unforeseen operational or business needs;
- e) In cases of emergencies
- f) In other situations that may arise, at the discretion of the Company

Resources to Disconnect from Work

The resources and/or tools for disconnecting from work may differ across the Company depending on the nature of the work and the circumstances of the employees on different teams. Employees are advised to address any ideas or concerns about disconnecting from work with their direct manager(s).

The following are some examples of tools that may assist employees in disconnecting from work, where appropriate:

- a) **Automatic Replies** - Employees may consider enabling automatic replies indicating the dates that they are out of office, the date they will return to the office, and an alternate point of contact during their absence.
- b) **Email Signatures** - Employees may consider including reference to the timing of their email communication in their signature block.
- c) **Delay Delivery** - Employees may consider using the “delay delivery” function when sending emails if the timing of their communication may not be the same as the recipient. This may happen for example when the sender and the recipient are in different time zones or have different schedules.
- d) **Vacation Alerts** - Employees may consider including a vacation alert in their signature block indicating the dates of an upcoming vacation.

Acknowledgment and Agreement

By affixing my digital signature to this document, I confirm my acceptance of the Employee - Right to Disconnect Policy. I understand all of its rules, policies, terms, and conditions and agree to abide by them and any amendments that may be issued. I understand that this policy may be amended and adjusted as needed. I understand that my compliance with this policy is a condition of my employment, and any violation may result in disciplinary action up to and including termination of employment with just cause.