

## **DISCONNECTING FROM WORK POLICY**

### **Intent**

Advantage Personnel understands that every person requires a balance between their working life, and life outside of working responsibilities. Advantage Personnel is committed to the health and wellbeing of its employees, and enacts this policy as a demonstration of its commitment to encourage and assist employees in having the necessary balance to support employee wellness.

### **Definitions**

Disconnecting from work - Not engaging in work-related tasks and communications, including e-mails, telephone calls, video calls, or the sending or reviewing of other messages, so as to be free from the performance of work.

Regular working hours: The time agreed to by an employee, as stated in their employment agreement or contract, when they are meant to complete work for the company or its clients.

### **Guidelines**

Disconnecting from work is the necessary time away from the work duties of a worker during their off-duty hours so that they may appropriate in their own way the balance between work life and outside of work life. This policy does not address paid work activities during work periods, nor does in convey any additional benefit or opportunity during the same. This policy seeks to coordinate the process of the company to supports its workers to achieve success in their working day and duties, as well as outside of work success.

This policy applies to all of our employees / workers / associates whether the person is full time, part time, temporary or working in any similar or related capacity.

### **Disconnecting from Work**

Employees are entitled to disconnect from work outside regular working hours without fear of reprisal.

For further reference, outside regular working hours and when disconnecting from work, employees:

- Are not expected or required to respond to work-related communication outside their regular working hours, while on break, or during any paid or unpaid time off;
- Will not face repercussion or punishment for not communicating or for ceasing work; and

|                                    |                               |  |
|------------------------------------|-------------------------------|--|
| <b>DATE OF ISSUE: JUNE 1, 2022</b> | <b>COMPLETED BY: D. WELLS</b> | <b>TITLE: DISCONNECTING FROM WORK POLICY</b> |
| <b>REVISION DATE: JAN 2, 2024</b>  | <b>APPROVED BY: S. SEBBEN</b> |  |

- Should respect co-workers’ time and should not expect them to respond, communicate, or complete work.

## **Extenuating Circumstance**

It must be understood that while Advantage Personnel commits to the worker’s right to disconnect from work, legitimate business reasons may necessitate instances where special concerns or situations require additional business hours outside of the regularly scheduled hours or contacts being made to an employee. These may include, but not be limited:

- Scheduling availability for shifts or rosters.
- To fill in on short notice for a sick colleague.
- Where unforeseeable circumstances may arise, including emergencies.
- Where business and operational reasons require communication outside of working hours.
- Situations of being on call as part of your core job description
- These items are exceptional, emergencies or otherwise outside of normal operational controls of the company

It is important to recognize that employees can have different work patterns and working hours may not overlap. For instance, some employees may regularly work different hours than each other, and disconnecting from work may occur at times that are during other employee’s working hours.

## **Communication**

Employees should not feel obligated to send or respond to work-related communication outside regular working hours. Advantage Personnel may occasionally send general communication to employees when they are not working, such as on an employee’s day off or scheduled vacation. Employees are not expected to respond to any company communication when not at work, apart from extenuating circumstances, such as an emergency.

Employees who do not reply to work-related communications outside regular working hours will not face negative effects on their employment.

## **Complaints**

If an employee has any issue or concern with regards to work requirements, or communications and their impact on this ability to disconnect from work, the employee is encouraged to speak with their supervisor / manager.

|                                    |                               |  |
|------------------------------------|-------------------------------|--|
| <b>DATE OF ISSUE: JUNE 1, 2022</b> | <b>COMPLETED BY: D. WELLS</b> | <b>TITLE: DISCONNECTING FROM WORK POLICY</b> |
| <b>REVISION DATE: JAN 2, 2024</b>  | <b>APPROVED BY: S. SEBBEN</b> |  |

## **Responsibilities**

### Advantage Personnel

Advantage Personnel shall:

- Have a written policy in place for all employees with respect to disconnecting from work, including the date the policy was prepared, and the date any changes were made to the policy.
- Provide a copy of the policy with respect to disconnecting from work to each employee within 30 days of preparing the policy, or if an existing policy is substantially changed, within 30 days of the changes being made. This will include electronic copies of the policy.
- Ensure employees are encouraged to discuss this Policy with their manager or supervisor, and expectations around availability outside of working hours.

### Management

All supervisors and senior management of Advantage Personnel shall:

- Communicate the Company's expectations to employees regarding their availability during and outside of working hours, including with respect to general and specific availability expectations (e.g. in the event of a pressing business need or emergency, etc.). These expectations for availability may be group or position specific, or general, as applicable.
- Ensure that employees within a manager's team are able to disconnect from work outside of working hours, except where communication with or from an employee may be required.
- Address any concerns by a member of their team in relation to effectively disconnecting from work outside of working hours.
- Apprise senior management of any issues arising in relation to the implementation and effectiveness of this Policy.

### Employees

All employees of Advantage Personnel shall:

- Ensure the efficient management of working time, while taking reasonable care to protect personal safety, health and welfare, and the health and safety of co-workers.
- Cooperate with any time recording methods which the Company uses in order to record working time.
- Be mindful of co-workers' ability to disconnect outside of working hours.
- Communicate any concern related to disconnecting from work to their immediate manager or supervisor.
- Ensure contact information with the Company is up to date for the purposes of communication after working hours.

|                                    |                               |  |
|------------------------------------|-------------------------------|--|
| <b>DATE OF ISSUE: JUNE 1, 2022</b> | <b>COMPLETED BY: D. WELLS</b> | <b>TITLE: DISCONNECTING FROM WORK POLICY</b> |
| <b>REVISION DATE: JAN 2, 2024</b>  | <b>APPROVED BY: S. SEBBEN</b> |  |