**Employer Disconnecting from Work Policy**

Policy Objective

The Employer [NTD, add full legal name of the employer here] (the **“Employer”**) is committed to providing all employees with a healthy and safe workplace that recognizes the value of our people. The Employer recognizes that employees need to separate their work and personal lives in order to maintain a healthy work-life balance. This Disconnecting from Work Policy (the “**Policy**”) is intended to achieve that objective and to comply with the Bill 27 amendments to the *Employment Standards Act, 2000* (“the ***ESA***”). This Policy operates together with the other Employer policies, procedures, and programs currently in place regarding employees’ hours of work, periods of rest, urgent employer needs, and emergency and exigent circumstances. Nothing in this Policy is intended to change or replace those existing Employer policies, procedures or programs.

Definitions

For the purpose of this Policy:

**“Approved Time Off”** meansany period of unpaid or paid time off work that an employee takes in compliance with the Employer policies, procedures and programs. This includes but is not limited to the time before and after normal working hours, vacation time, personal care time, time off in lieu of overtime and public holidays as defined in the *ESA*.

**“Disconnecting from Work”** meansthe time when an employee may, for the purpose of being free from the expectation of the performance of work, not engage in any work-related activities, obligations, responsibilities, and communications including emails, video calls, telephone calls, and in person meetings, subject to the reasonable limits and exceptions set out in this Policy.

Disconnecting from Work

All employees are encouraged to become familiar with this Policy, exercise their right to Disconnect from Work during Approved Time Off, subject to reasonable limits and exceptions set out in this Policy.

Exceptions to Disconnecting from Work

Exceptions to the ability to Disconnect from Work during Approved Time Off are limited to the following circumstances:

1. Urgent Needs of the Employer: this may include but is not limited to communications and work activity during Approved Time Off that are reasonably necessary to fulfill the urgent external needs of the employer to meet customer or contractual obligations, deadlines, and other work-related needs; or the urgent internal business needs as determined at its sole discretion of the Employer.
2. Emergency or Exigent Circumstances**:** this may include to communications and work activity during Approved Time Off relating to significant, unforeseen emergency or exigent circumstances that require immediate attention to help ensure the continued operations of Employer or its customers, or the health and safety of Employer people.

Roles & Responsibilities

Every employee must:

* take reasonable steps to ensure they Disconnect from Work while on Approved Time Off, that includes, wherever practical, completing work for which they are responsible, taking steps to ensure work is completed prior to taking Approved Time Off, or arranging work coverage for their role and responsibilities while they are on Approved Time Off;
* take reasonable steps to respect and support other employees’ interests and ability to Disconnect from Work while on Approved Time Off, including but not limited to refraining from communicating with employees who are on Approved Time Off except as otherwise required and authorized by this Policy.
* contact their supervisor or manager if they believe they are regularly unable to Disconnect from Work during Approved Time Off or that their ability to Disconnect from Work is not being respected and supported.

No Reprisal and Policy Violations

No employee may be the subject of any reprisal for exercising their rights and responsibilities under this Policy. It will be considered a contravention of this Policy to harass, penalize, reprise or impose adverse work-related consequences against an employee who chooses to Disconnect from Work in accordance with this Policy.

Policy Authorization, Implementation and Review

This Policy has been reviewed and authorized by [NTD, add CEO name or other authorizing manager] and takes effect on June 1, 2022. This policy will be reviewed annually, before March 1st, and any changes to the policy will be communicated to all employees.