

TOPIC: Human Resources	SUBJECT: Right to Disconnect Policy	Code: HR186
		Date of Issue: June 1, 2022
		Revised:
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Policy:

The “Working for Workers Act” was passed into law to help employees disconnect from work, promote a better work-life balance and positive mental health. Its purpose is to help eliminate burnout and to aid with retention.

Scope:

This policy applies to all employees including Management, as covered by the Employment Standards Act (ESA).

Definitions:

As defined in the *Working for Workers Act*, “Disconnecting from Work” means not engaging in work-related communications, including emails, telephone calls, video calls or the sending or reviewing of other messages, so as to be free from the performance of work.

For the purposes of this policy, “Remote Work” means working from home or from another location rather than being required to go to the physical workplace or the employer.

For the purpose of this policy, “Mental Health” refers to the staff state of mental well-being where they can optimize their full capacity, maximize their abilities, work productively, cope with stresses, and successfully contribute to the goals of Avenue II.

Connections and Disconnection Expectations:

Email, phone, mobile, messaging platforms (communication).

Staff are expected to follow the below guidelines regarding the use of Avenue II’s email communication systems.

Staff are expected to respond to communication during their designated working hours only. Avenue II does not have an expectation that staff will respond to communication during their off-work time and staff will not be penalized in any way for responding to communication only during their working time,

In some situations, staff On-call or Management required to deal with crisis, emergencies or staff call in will be required to answer emails, calls or texts after working hours.

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Complaints:

Staff who have concerns about a Manager respecting their time away from work should first speak with their Manager to resolve the issue. In the event that the issue is not able to be resolved at this level, staff are directed to bring the issue forward to the Human Resources Officer.

Updates to this Policy:

This policy may be updated or amended based on direction from the Government of Ontario.

Retention:

Avenue II will ensure that copies of this policy, including any subsequent revisions, are retained for a period of three years after the policy ceased to be in effect.