

Right to Disconnect Policy

The purpose of this policy is to support employee wellbeing, prevent burnout, and encourage a healthy work life balance by ensuring staff are not expected to engage in work related communications outside of normal working hours, unless necessary.

This policy applies to all employees of the organisation regardless of work location (onsite, hybrid, or remote).

Normal Working Hours

- Standard business hours are 9:00 AM–5:00 PM, Monday–Friday unless you have a flexible working agreement in place.
- Employees are not required to read, respond to, or send work related emails, messages, or calls outside these hours unless previously agreed or in exceptional circumstances.

Expectations for Employees

- Refrain from checking or responding to work communications outside of scheduled hours.
- Use delayed send features when emailing colleagues after hours.
- Indicate availability clearly (e.g., via status settings or out of office messages).
- Inform your manager if you feel pressure to work outside standard hours.

Expectations for Managers

- Respect employee's off duty time and avoid contacting them outside working hours.
- Plan workloads and deadlines to minimise the need for after hours work.
- Use communication tools responsibly (e.g., schedule messages to send during work hours).
- Model healthy disconnection behaviours.

Exceptions

After hours contact may be necessary only when:

- There is a critical operational issue or emergency.
- A situation requires immediate action to prevent significant business or safety risks.
- The employee has an explicit agreement (e.g., on call duties) that has been documented.

Remote & Hybrid Work Considerations

- Remote work flexibility does not change the right to disconnect.

Policy – Break in Learning Oct 23

Reviewed by Kate Day

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- Employees should set clear boundaries such as designated workspaces and set working periods.

Employees will not face negative consequences for exercising their right to disconnect.