# [Name of your company]

# Right-to-Disconnect Policy

**Date created:**

This policy is provided as a guide; don’t hesitate to tailor it to your company’s situation.

**What is the right-to-disconnect?**

The right to disconnect is defined as the right not to communicate about work-related matters, including via email, phone, video call, text message, or any other form of communication, outside normal working hours, which is between [time] and [time], [Monday] to [Friday]. Note that this list is not exhaustive: other types of communications may also be included.

In Ontario, right-to-disconnect policies are required for companies with over 25 employees. To ensure their employees’ well-being, employers must implement an internal policy.

**For the good of our employees**

The right-to disconnect-policy is a principle of labor law that limits the obligation to engage in directly work-related communications outside your normal working hours.

The aim of this policy is to provide a better work-life balance and help reduce our employees’ stress, overwhelm and risk of burnout.

**Disconnect times:**

* Hours outside your normal work schedule, ex.: between [time] and [time], [Monday] to [Friday]
* Days off, including sick leave and parental leave
* Holidays
* Meal breaks
* Vacations

## To whom does this right-to-disconnect policy apply?

All employees and team members, including any individuals representing the company, are subject to this policy, regardless of hierarchical relationship. The policy also applies to relationships with any other person from work (clients, customers, suppliers, etc.).

## What are the exceptions?

There are potential exceptions that may result in an employee being required to be available outside normal working hours. Here are a few non-exhaustive examples that may require availability:

* A member of an on-call team on a weekend or holiday
* An employee at a work-related event such as a trade show, job fair or training
* A manager who must, for exceptional reasons, be available for a situation that impacts the proper functioning of the payroll

## What are the company’s expectations?

Employees are not required to check or respond to work emails or answer work-related phone calls after the end of their normal working hours. This policy is valid regardless of the nature of the communication\* or the caller.

Employees are strongly encouraged to turn off notifications and activate their out-of-office messages, including voicemail, during off hours.

*\*Of course, the right to disconnect does not apply to communications between colleagues who wish to organize activities together or chat about subjects not directly related to work.*

**What does the company commit to in the event of non-compliance with the right to disconnect?**

In the event of non-compliance with the right to disconnect policy, the employee is encouraged to notify [first and last name, title, email and phone number of contact person]. After being notified of the situation, the company agrees to:

* Address the complaint or report as soon as possible
* Implement the necessary steps to resolve the situation, including offering to meet with the individuals involved
* Apply disciplinary measures if necessary
* Ensure the confidentiality of the information

**Best practices**

Several tips can reinforce good disconnect practices and ensure a healthy work-life balance:

1. Ask your immediate coworkers what their preferences are when it comes to available hours for communication
2. Turn off your work app notifications when you sign out
3. Give some thought to the recipients of your messages
	1. Do all these people need to be CCed?
4. Use the “scheduled send” features in your email systems

Our employees’ well-being is important to us and we hope that this right-to-disconnect policy will improve the quality of life of our team.

If you have any questions, don’t hesitate to contact [first and last name of person in charge].

**[First and last name of person in charge]**

**[Title of person in charge]**

**[Date last updated]**

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