

DISCONNECTING FROM WORK POLICY

CreateTO understands that due to work-related pressures, the current landscape of work, or the working environment, employees may feel obligated to perform their job duties outside their normal working hours. This policy has been established pursuant to the *Working for Workers Act, 2021, S.O. 2021, c.35 – Bill 27* to provide guidelines with respect to disconnecting from work.

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1. APPLICATION

This policy applies to all full-time, part-time and contract employees of CreateTO.

2. DEFINITIONS

- **Disconnecting from work:** Not engaging in work-related 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 contract, when they are meant to complete work for CreateTO. With the approval of their manager and to accommodate the need for personal time during the day or to meet work obligations during the evening, the employee may set the timing of their regular working hours to be different from a standard working day.

3. GUIDELINES

3.1 Disconnecting from Work

Subject to the following paragraph, employees:

- Are entitled to stop performing their job duties and work-related tasks outside their regular working hours;
- 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 outside their regular working hours; and
- Should respect co-workers' time and should not expect them to respond, communicate, or complete work outside their regular working hours.

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Employees may be required to work outside their regular working hours to meet a time-sensitive deadline, to attend public or other meetings or to attend to an urgent matter or emergency; however, employees are not expected to regularly work outside their scheduled hours to complete or catch up on work.

3.2 Communication

CreateTO may send general communication to employees when they are not working, such as on an employee's day off or scheduled vacation.

This policy does not proscribe or limit an employee's choice to send, receive or reply to electronic or other communications after normal working hours, if they wish to do so. Staff will not be disciplined for performing work, including sending or receiving emails or phone calls, outside of working hours.

Staff should be respectful of each other's work schedules and, outside of an emergency, time-sensitive deadline, urgent matter, unforeseen circumstance, or on-call arrangement, should not expect a response to communications outside of normal working hours.

4. ACKNOWLEDGEMENT AND AGREEMENT

I acknowledge that I have read and understand the Disconnecting from Work Policy of CreateTO. I agree to ensure that employees working under my direction are free to exercise their rights under this policy without fear of reprisal.

Name: _____

Signature: _____

Date: _____

Effective Date: TBD