

ER Insight Right to Disconnect Template Policy



In today's fast-paced and digitally connected world, the boundaries between work and personal life are often blurred, leading to increased stress and burnout among employees. The Right to Disconnect Policy is crucial in promoting a healthy work-life balance, protecting the mental health and well-being of employees, and fostering a positive workplace culture. By clearly defining the expectations around work-related communications outside of regular working hours, this policy helps ensure that employees have the necessary time to rest and recharge, ultimately enhancing their productivity and job satisfaction.

At ER Insight, we understand the challenges and complexities involved in implementing such a policy. Our team of experts is dedicated to helping businesses create and enforce effective policies that support their employees' well-being. If you need further assistance with developing a bespoke Right to Disconnect Policy or its implementation, please contact ER Insight. We are here to provide the support and guidance you need to create a healthier and more productive work environment.

Please contact us on either 1300 705 704 or on email at hello@erinsight.com.au



Right to Disconnect

1. Purpose

The purpose of this policy is to promote a healthy work-life balance by ensuring that employees have the right to disconnect from work-related communications and activities outside of their regular working hours. This policy aims to protect the mental health and well-being of employees, enhance productivity, and foster a positive workplace culture. The policy also aligns with our commitment to providing a supportive and respectful work environment that prioritizes the overall welfare of our employees.

2. Scope

This policy applies to all employees, contractors, and temporary staff of ER Insight, regardless of their location or the nature of their employment. It covers all work-related communications, including but not limited to emails, phone calls, text messages, instant messaging applications, and any other form of communication through digital or non-digital means.

3. Policy Statement

[Your Company] recognizes the importance of employees being able to disconnect from work to rest and recharge. Therefore, employees are not expected to engage in work-related communications or activities outside their regular working hours unless explicitly required and agreed upon in advance. This policy is designed to support employees in managing their work-life balance, thereby contributing to their long-term health and productivity.

4. Definitions

Regular Working Hours: The hours during which an employee is contractually obligated to work. This includes any agreed-upon shifts or schedules and any standard office hours specified in the employment contract.

Work-Related Communications: Any communication related to work, including but not limited to emails, phone calls, text messages, and instant messages. This also includes communication through collaborative tools and platforms used for project management and team coordination.

5. Guidelines



5.1 Regular Working Hours

Employees should perform their duties within their regular working hours as specified in their employment contract. Regular working hours should be clearly defined and communicated to all employees.

Any changes to regular working hours must be agreed upon in writing between the employee and their manager. Such changes should be documented to avoid misunderstandings and ensure clarity.

5.2 After-Hours Communications

Employees are not expected to read or respond to work-related communications outside of their regular working hours. This includes emails, phone calls, text messages, and any other form of work-related communication.

Managers should avoid contacting employees outside of their regular working hours unless it is an emergency or critical situation. Communication should be limited to genuine emergencies where immediate action is required.

If employees receive work-related communications outside of their regular working hours, they are not required to respond until their next scheduled working period. Employees should feel empowered to disconnect without fear of repercussion.

5.3 Emergencies and Critical Situations

In cases of emergencies or critical situations where after-hours communication is necessary, managers should clearly state the urgency and reason for the contact. Employees should be informed about the nature of the emergency and why immediate attention is required.

Employees should discuss and agree on what constitutes an emergency or critical situation with their managers. This understanding should be reviewed periodically to ensure mutual agreement and clarity.

5.4 Use of Technology

Email servers and other communication tools should be programmed to delay sending non-urgent communications outside of regular working hours. Automated systems can be used to schedule emails and messages for delivery during regular working hours.

Mobile devices provided by the company should be set to mute work-related notifications outside of regular working hours. Employees should be encouraged to configure their devices to support their ability to disconnect.



6. Employee Responsibilities

Employees should respect the right of their colleagues to disconnect and avoid sending non-urgent communications outside of regular working hours. Collaboration and consideration for colleagues' time should be a core aspect of our work culture.

Employees should discuss any concerns or issues related to the right to disconnect with their manager or HR representative. Open communication channels should be maintained to address any difficulties or uncertainties regarding the policy.

7. Manager Responsibilities

Managers should respect the right of their team members to disconnect and ensure that after-hours communication is limited to emergencies or critical situations. Managers should lead by example and adhere to the same standards expected of their team.

Managers should lead by example by disconnecting from work-related communications outside of their regular working hours. Demonstrating a commitment to the policy encourages adherence and supports a healthy work culture.

Managers should actively monitor and support the implementation of this policy within their teams, providing guidance and addressing any concerns promptly.

8. HR Responsibilities

HR should ensure that all employees are aware of this policy and understand their rights and responsibilities. This includes incorporating the policy into onboarding materials and training sessions.

HR should provide training on the importance of disconnecting from work and how to manage work-related communications effectively. Regular workshops and informational sessions should be conducted to reinforce the policy.

HR should monitor compliance with this policy and address any issues or concerns that arise. A system should be in place for employees to report any breaches or difficulties, and HR should act swiftly to resolve these issues.

9. Consultation Process

The development and implementation of this policy should involve consultation with employees at all levels. Feedback should be sought through surveys, focus groups, and direct discussions.



Employees should be given the opportunity to provide input on the policy, including any concerns or suggestions for improvement. This collaborative approach ensures the policy meets the needs of the workforce.

Regular reviews of the policy should involve further consultation to adapt to changing circumstances and emerging challenges. Employee feedback should be integral to the review process.

10. Compliance and Enforcement

Compliance with this policy is mandatory for all employees, contractors, and temporary staff. Adherence to the policy should be regularly monitored by managers and HR.

Violations of this policy may result in disciplinary action, up to and including termination of employment. Clear procedures for handling violations should be established and communicated.

Employees are encouraged to report any violations of this policy to their manager or HR representative. A confidential reporting mechanism should be available to support this process.

11. Review and Update

This policy will be reviewed annually and updated as necessary to ensure its effectiveness and relevance. Employees will be notified of any changes to the policy, and updated versions will be made readily accessible.

