

Disconnecting from Work Policy (Right to Disconnect)

Policy and Procedure Manual • Revised December 17, 2024

Overview

Stolk Construction Ltd. understands that work-related pressures accompanied by the feeling of an inability to disconnect from one's job can lead to stress, burnout and have negative impacts on an employee's mental health and wellbeing.

The company is committed to providing a safe and healthy work environment while also respecting the work/life balance of our employees. The goal of this policy is to outline Stolk Construction's expectations surrounding one's ability to disconnect from work and provides best practices for all employees regarding disconnecting from work after working hours.

Purpose and Scope

This policy applies to all Stolk Construction employees. This includes temporary, contract, part-time, probationary, full-time hourly and salaried employees.

An employee's ability to disconnect from work depends on Stolk Construction Ltd.'s operational needs and the duties and responsibilities of the employee's position. Employees may need to be contacted outside of their work hours if urgent, unforeseeable circumstances or an emergency arises, and/or when the operations requirements require contact.

Definitions

Disconnecting from work – Not engaging in work-related communications, including emails, telephone calls, video calls or sending/reviewing messages, to be free from the performance of work outside of scheduled working hours.

Working hours – Stolk Construction's scheduling is based on business and client needs. This can include weekends and evenings. If necessary, you will be required to work weekends and evenings in accordance with our scheduling and overtime policies.

Application

All employees are expected to be mindful of the company's working hours / employees scheduled hours and when possible, reduce their communication outside of scheduled working hours. Employees are expected to organize their workflow and daily tasks to reduce the instances of after-hours communication, using their judgment regarding the urgency and necessity of such communications.

Stolk Construction recognizes that there will be instances where it may be necessary to contact, be responsive or monitor workplace communications from co-workers, clients or vendors outside of scheduled working hours to meet business needs. Nothing in this policy shall be interpreted as preventing staff from

doing so, as such responsiveness is vital to the success of our business and is a core condition of employment.

Best Practices

To assist in promoting a healthy and sustainable work-life balance in the workplace, Stolk Construction recommends the following best practices:

- If a matter is urgent or simply requires the attention of employees after working hours, this should be clearly communicated to those working on the matter so that employees remain responsive and monitor their workplace communications accordingly;
- Employees should be proactive in making scheduling restrictions known to Project Managers, Facilitators and Foremen;
- Staff should be proactive in providing advance notice of approved time off;
- Employees should use their approved break time as time to re-charge and ensure optimal productivity throughout working hours;
- Employees should avoid sending communications (email communications or otherwise) outside of working hours, unless necessary. If an email can be sent the following morning, within working hours, this is preferable;
- Employees should avoid misuse or the overuse of the “cc” feature on email. Employees should avoid “cc-ing” individuals, after working hours, who are not critical to the correspondence and from which they do not require an immediate response.