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Title: **Disconnect from Work Policy,  
CSAWCC-2024-004**

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and Executive Assistant to the President  
and CEO

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Purview: Board of Directors

Date of Approval: 15 January 2024

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## **Disconnect From Work Policy**

BE IT RESOLVED that 14855086 CANADA ASSOCIATION (hereinafter “the Corporation” or “CSAWCC”) do adopt the “DISCONNECT FROM WORK POLICY” effective upon a successful vote by the Board of Directors.

### **1. Overview**

- 1.1 Whereas the Corporation recognizes the right of employees and volunteers to disconnect from work.
- 1.2 Whereas the Corporation has designed this policy to allow employees to completely disconnect from work; including anticipating responses, messages, or task completions from coworkers during periods that fall outside their designated work schedules.

### **2. Adoption**

- 2.1 Be it therefore resolved, that the Board of Directors adopt the following Disconnect From Work Policy.
- 2.2 Be it further resolved, that no provisions of this policy shall override the foundational principles present in the By-laws, and where there is a discrepancy between this policy and the Corporation's By-laws, the By-laws shall prevail.

### **3. Responsibility of the Employer**

- 3.1 CSAWCC acknowledges the potential impact of work-related pressures and the challenge of maintaining disconnection from professional obligations, which can contribute to stress and compromise mental health as well as overall well-being. While recognizing that specific situations may warrant employees working beyond standard hours to address time-sensitive deadlines, urgent matters, or unforeseen events, CSAWCC places emphasis on the value of disengagement from work during non-standard hours. The organization stands in support of employees' entitlement to disconnection.



3.2 To reinforce the cultivation of personal time for employees, CSAWCC will adhere to the following responsibilities:

- **Setting Clear Expectations:** Clearly defining working hours, communication boundaries, and expectations for after-hours availability to ensure employees know when they are not expected to be engaged in work-related activities.
- **Respecting Time Off:** Honoring employees' scheduled time off, such as weekends, holidays, and vacations, and refraining from contacting them for work matters during these periods.
- **Communication Norms:** Establishing guidelines for appropriate after-hours communication and ensuring that employees are aware of these norms.
- **Monitoring Workload:** Monitoring workloads to prevent excessive demands that might lead to a need for after-hours work.
- **Cultivating Work Culture:** Fostering a work culture that values work-life balance and respects employees' personal time.
- **Supporting Mental Health:** Recognizing the importance of mental health and providing resources and support to address stress and burnout.
- **Leading by Example:** Encouraging management and leadership to lead by example, demonstrating adherence to the policy and respecting employees' disconnection time.
- **Continuous Evaluation:** Continuously evaluating and adjusting the policy to align with changing work dynamics and employee needs.
- **Training and Awareness:** Providing training to employees and managers about the policy's importance, implementation, and benefits.

## 4. **Responsibility of the Employee**

4.1 The responsibility for employees to disconnect from work encompasses:

- **Adherence to Work Hours:** Observing designated work hours and refraining from engaging in work-related activities outside those stipulated timeframes. The idea that working extra hours always boosts productivity isn't a sure thing. Employees can actually get more done by being smart about managing time.
- **Communication Boundaries:** Exercising caution in sending or responding to work-related communications during non-working hours.
- **Respect for Time Off:** Respecting scheduled time off, including weekends, holidays, and vacations, and refraining from participating in work-related tasks during these periods.
- **Setting Personal Boundaries:** Establishing personal boundaries to foster a clear divide between work and personal life.



- **Prioritizing Well-being:** Recognizing the significance of work-life balance for overall well-being and making conscious efforts to uphold this balance.
- **Utilizing Technology Mindfully:** Utilizing communication tools mindfully to manage notifications and limit disruptions during non-working hours.
- **Effective Workload Management:** Managing workloads efficiently during designated work hours to minimize the need for after-hours work.
- **Open Communication:** Communicating proactively with supervisors or colleagues if there are exceptional circumstances requiring temporary deviations from disconnection practices.
- **Self-Care:** Engaging in self-care practices that contribute to mental and physical rejuvenation, particularly during time away from work.
- **Feedback and Communication:** Providing constructive feedback on the organization's disconnect from work policy and contributing to its continuous improvement.

## 5. **Miscellaneous**

- 5.1 This policy shall only be subject to amendment by the Board of Directors.
- 5.2 This policy shall be subject to amendment, review, or striking every one (1) year following its ratification by the Board of Directors.

## 6. **Application**

- 6.1 This policy shall apply to the entire Corporation, its subsidiaries, the National Council, and Board of Directors, and any members who come into contact with the Corporation by any means.