



## Our Right to Disconnect Policy

### Introduction

The health and wellbeing of our employees is of the utmost importance to us, and we encourage and support our employees to prioritise their own wellbeing. Disconnecting from work is vital for your wellbeing, and to help you achieve a healthy and sustainable work-life balance.

Little Gillies recognises that every employee is entitled to switch off outside of their normal working hours and enjoy their free time away from work without being disturbed, unless there is an emergency or agreement to do so, for example while 'on call'.

The Right to Disconnect refers to an employee's right to be able to disengage from work and refrain from engaging in work-related electronic communications, such as emails, telephone calls or other messages, outside normal working hours.

Normal working hours for Little Gillies is 9am-3pm Monday to Friday (excluding bank holidays and any booked annual leave)

### Wellbeing

This policy needs to be read in alongside the companies health and wellbeing policy.

A joint effort will be required between the employer and the employee to ensure that the policy is implemented.

The company is aware that employees may use social media and other forms of messaging services such as 'What's App' to communicate with each other. The company is happy for employees to do this however there must be an understanding that employees should not feel that they must respond to social communications from colleagues outside of their working hours and there will be no reprimand or disadvantage to any employee who does not respond.

Where a manager sends communications outside agreed working hours, unless business and operational needs dictate that an immediate response is required, a statement will be attached to an out of hours email tempering the expectation of an immediate response. "I am currently working flexibly so while it suits me to send this email now, I do not expect a response or action outside your own working hours"



### 3.7 right to disconnect

All employees of Little Gillies have the right to disconnect, and personal time respected it is the general expectation that employees disconnect from work emails and communications outside of normal working hours this included sending and or responding to sent emails. Managers should speak to a team member if they notice that they are sending emails at odd hours or logging in excessively

If you feel that for any reason your right to disconnect is not being observed, you should in the first instance discuss with the manager your concerns with the hope that this conversation will allow you to express your concerns and draw a mutual resolve. If for any reason that this does not resolve the issue, then you must put your concerns in writing to the committee for this to be dealt with appropriately.

All policies and procedures are implemented, reviewed and updated on an annual basis or in line with any changes to local and national guidance/legislation in conjunction with the registered person.

This policy was adopted at a meeting of Little Gillies

Held on.....

Date to reviewed .....

Signed on behalf of the provider.....

Name of signatory.....

Role of signatory.....

Reviewed by Sarah Beresford

Date June 2023