



## RIGHT TO DISCONNECT POLICY

Liberty Entertainment Group is committed to taking every precaution reasonable in the circumstances for the protection of the health and safety of workers, as required by the *Occupational Health and Safety Act*. This includes workplace hazards associated with an employee's mental health.

Liberty Entertainment Group is also committed to providing a supportive workplace that promotes and supports stress-reduction and mental health, as well as a workplace free of violence, harassment, bullying, and discrimination, as outlined in our core policies. Additionally, Liberty Entertainment Group is committed to ensuring that its employees are able to maintain an appropriate work/life balance and fulfill their family responsibilities.

As such, and as an organization of more than 25 employees, Liberty Entertainment Group has the following policy in place regarding an employee's right to disconnect from work.

### SCOPE

This policy applies to all employees of Liberty Entertainment Group, whether their primary location of work is in the workplace, at home, on the road, or a combination of any or all of the above.

### APPLICABLE LEGISLATION

[Working for Workers Act, 2021, S.O. 2021, c. 35 - Bill 27](#)

### DEFINITIONS

As defined in the *Working for Workers Act*, "Disconnecting from Work" means not engaging in work-related communications, including emails, telephone calls, video calls or the sending or reviewing of other messages, so as to be free from the performance of work.

*Remote work* means working from a home or from another location rather than being required to go to the physical workplace or the employer.

*Mental Health* refers to the employees' state of mental well-being where they can optimize their full capacity, maximize their abilities, work productively, cope with stresses, and successfully contribute to the goals of Liberty Entertainment Group.

### POLICY

#### A. Mental Health in the Workplace

Liberty Entertainment Group wishes to encourage employees to come forward if they are experiencing any health issues, especially issues related to mental well-being. If an employee feels comfortable doing so, they should talk to their manager/management team and/or take steps to seek professional help.

Employees should be aware that Liberty Entertainment Group's supervisors and leadership team want to accommodate and support them to the point of undue hardship, which can only be considered when adjustments to a policy or practice would incur financial cost, necessitate outside funding, or create risks to the health or safety of a person.



## **B. Connection and Disconnection Expectations**

### **1. Email**

Employees are expected to follow the below guidelines regarding the use of Liberty Entertainment Group's email systems. These guidelines also apply if an employee needs to use their personal email in the event of an emergency or an unforeseen circumstance.

Employees are expected to respond to emails during their designated working hours only. Liberty Entertainment Group does not have an expectation that employees will respond to emails during their off-work time and employees will not be penalized in any way for responding to emails only during their working time.

To ensure that these guidelines are not compromised, Liberty Entertainment Group needs to be aware of when employees are on work time and when they are not. This means that employees may need to put an out of office on their email when they will not be working during Liberty Entertainment Group's core hours.

#### **General Email Guidelines**

- Employees should use company email systems primarily for business purposes.
- All email usage must be in accordance with normal business procedures and relevant to job duties.
- Liberty Entertainment Group's email addresses or systems may not be used to create, distribute, or access any offensive or illegal material, including but not limited to material containing offensive remarks regarding gender, race, age, sexual orientation, or religious views.
- Personal use of company-owned email addresses and systems should be kept to a minimum and incidental usage.
- Commercial and business-related uses of company-owned email accounts or systems that are not relevant to the company's business are prohibited.
- Emails received at company email addresses may not be automatically forwarded to email addresses not owned or maintained by the company, unless approval is granted by upper management.
- Creating or forwarding chain or joke letters from company email addresses or systems is not allowed.

### **2. Phone (Personal and Business)**

Employees are expected to follow the below guidelines regarding the use of phones for the completion of their job duties. Employees are expected to respond to phone calls or text messages during their designated working hours only. Liberty Entertainment Group does not have an expectation that employees will respond to phone calls or text messages during their off-work time and employees will not be penalized in any way for responding to phone calls and text messages during their working time only.



### **General Guidelines**

The following are the basic principles for proper employee cell phone use during work hours at Liberty Entertainment Group. Cell phones should not be used in general when they may constitute a security or safety concern, or when they distract employees from work responsibilities:

- Cell phones should never be used while driving.
- Never use a cell phone when operating heavy machinery.
- Cell phones should not be used for internet browsing or gaming during working hours.
- Use of business cell phones for personal purposes should be avoided.
- Personal cell phones should not be used for work-related purposes unless approval is granted by the upper management.
- Cell phones should not be used during meetings.
- Cell phones should not be used to record sensitive information.

### **Personal Cell Phones**

Liberty Entertainment Group recognizes that personal cell phones can be valuable tools for our employees. Thus, we encourage employees to use cell phones in the following situations:

- Making or receiving work calls in the proper location and situation.
- In appropriate places and conditions, for additional work-related communication, such as text messaging or emailing.
- To plan and keep track of appointments.
- To conduct work-related research.
- To keep track of job assignments.

### **C. Responsibilities**

All employees including supervisors/managers are expected to respect and follow the guidelines outlined in this policy.

### **D. Updates to this Policy**

This policy may be updated or amended based on direction from the Government of Ontario.

Issue Date:	June 1, 2022	Revision Frequency:	Yearly or when necessary
Revision Effective Date:		Revision Number:	1.0