

Right to Disconnect



Moving Bodies is committed to fostering a positive work/life culture and staff wellbeing, including the right to disconnect.

The 'right to disconnect' means there is no expectation for a staff member to engage in work-related communications (including emails, telephone calls, video calls, sending or reviewing messages) outside their usual working hours; unless agreed in advance, or unless the employee is required to:

- attend to a serious, unexpected situation that requires urgent attention before the start of their next shift; and/or
- attend to a rostering, staff absence or wellbeing issue that needs to be resolved before the start of their next shift.

This includes communications with third parties including suppliers, volunteers, parents/families.

The right to disconnect does not apply to anticipated job-specific requirements and agreements reached in advance such as; on-call arrangements; back up to cover absence; arrangements to cover anticipated peak workload periods; or attending a scheduled work event such as a meeting, training, conference, and so on. It also does not apply to staff members who attract additional payments or benefits on the expectation that their role will require them to work reasonable additional hours from time to time.

Employees exercising their right to disconnect outside mutually agreed working hours should be reassured that this will not impact their performance reviews or career progression.

Communications

To avoid communications outside working hours, the following could be considered

- 1.Refraining from posting content outside working hours;
- 2.Stating rostered working hours on email signatures;
- 3.Scheduling 'time-based' emails that trigger during working hours; and
4. Setting up 'Out of Office' rules, noting an alternative contact person to cover periods of anticipated absence.

If urgent contact is necessary, it is expected that staff have the courtesy to respond as soon as practicable so that the matter can be most effectively resolved.

Managers should take advance steps (i.e. handover) to adequately cover leave, including contingency wherever possible to cover unplanned absence.