

DISCONNECT FROM WORK POLICY

Policy Prepared: June 1, 2022

Policy Updated: June 1, 2022

Purpose

The *Employment Standards Act, 2000* requires an employer that employs 25 or more employees to have a written policy to address “disconnecting from work”, defined as “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.”

This Policy is adopted to recognize that every employee may “disconnect from work” outside of their regular work hours, subject to the exceptions set out below.

Application

This Policy applies to all Ontario employees of EssilorLuxottica.

Effective Date

This Policy is in effect as of June 1, 2022.

Regular Work Hours

An employee’s regular work hours will vary depending on the nature and demands of their position. Regular work hours may be determined in accordance with any combination of the following:

- An employee’s employment agreement.
- Existing practice.
- Discussions with EssilorLuxottica about the expectations of the role and associated hours of work.

If an employee has questions about the regular work hours in their position, they should speak to their manager. In all cases, EssilorLuxottica will comply with the hours of work requirements as set out in the Ontario *Employment Standards Act, 2000* as it may be amended from time to time.

Disconnecting from Work

While EssilorLuxottica recognizes an employee may wish to disconnect from work outside of regular work hours, this is not absolute and there may be occasions when work must be performed outside of regular work hours. Examples include, but are not limited to:

- **On Call.** If an employee is scheduled to be on-call outside of their regular work hours.
- **Urgent or Emergent Circumstances.** If a matter is urgent or time sensitive and it would not be practical or possible to wait until the employee’s next regular work hours. For example: Answering calls or messages pertaining to scheduling changes or requests to work.

- **Accommodating Time Zones.** If the timing of when work is performed is impacted by time zones and it would not be practical or possible to restrict work to the employee's regular work hours.
- **Where Advised by Manager.** If business or operational needs require, as determined by a manager
- **Internal Communication Channels.** If communications are sent through internal communication channels including Group Chats.

In addition to these exceptions, there are some roles within EssilorLuxottica where the nature of the position is such that an employee is expected to regularly be available to address work related communication outside of the regular business day.

Expectations

An employee who wishes to disconnect from work is encouraged to:

- Activate an "out of office" setting in email to advise senders when they may expect a response to an email sent outside of the employee's regular work hours.
- Record a voicemail message on their work phone (office and smartphone) to advise a caller of when they may expect a response to a call made outside of an employee's regular work hours.
- Identify an alternate colleague who may be contacted.

Best Practice When Contacting a Colleague Outside of Their Regular Work Hours

EssilorLuxottica encourages every employee and manager to make best efforts to adhere to the following best practices:

- Whenever possible, try to avoid sending communications to a colleague outside their regular work hours. "Hold" the communication until it is within the colleague's regular work hours.
- If it is not possible or practical to "hold" the communication, but the colleague need not reply or conduct work until their next regular work hours, indicate that in the subject line (e.g., *This is not urgent and you need not respond outside your regular work hours*).
- If it is necessary for the colleague to respond and/or do work outside their regular work hours:
 - Make that clear.
 - If possible, pre-arrange a time to connect that is convenient for your colleague, to minimize the interruption.
 - Be efficient with the time spent working.

Questions

For any questions about this Policy, please speak to your HRBP or manager.