



**SCOPE**

This policy applies to all components of Vari-Form Manufacturing Inc.

**APPLICATION**

The Disconnecting from Work Policy (the “Policy”) applies to all Vari-Form Manufacturing Inc., employees, including full time, part time, casual, fixed term, remote, probationary, on leave of absence, or layoff.

**DEFINITIONS AND PURPOSE**

For the purpose of this Policy “Disconnecting from Work” means to be free from the performance of work by not engaging in work-related communications, including emails, telephone calls, video calls or sending or reviewing other messages. As the list of work-related communications is inclusive, and not exhaustive, other types of work-related communications could also fall under this definition.

**POLICY STATEMENT**

- Digital tools and hybrid work arrangements allow employees the flexibility to work from anywhere and at any time. However, an always-connected workplace culture can have a direct impact on employee wellbeing and motivation.
- This policy supports and recognizes the wellbeing that results from periods of rest from work. Employees are encouraged to use the many tools available which support disconnecting from work including out of office features within email, calendar and chat platforms; message features on telephones; scheduling email delivery to be sent during regular work hours; taking earned vacation; making time in your day for physical and mental self-care; and being respectful of others’ periods of rest from work.
- This policy does not impact current working hours or the requirement to be available to work during emergency situations or when unforeseen business needs arise. Nor does this policy amend the working hours provisions.

**REVISION CONTROL**

REV. DATE	REV. LEVEL	DESCRIPTION OF CHANGE
June 2, 2022	A	New Policy