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		1 OF 5	JAN 25, 2023

DISCONNECTING FROM WORK POLICY

Approved by: Paula Breeze, Chief Human Resources Officer and Alan Hartsliet, Chief Financial Officer

25 Jan 2023

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1. Purpose

The Disconnecting from Work Policy (the “Policy”) has been developed to encourage and support employees in balancing work and personal lives with the operational needs of business.

2. Scope

This policy is applicable to all CEDA employees and/or contractors in Ontario.

3. Accountabilities

3.1 Operational, Functional and Frontline Leaders

- Respect and encourage disconnecting from work when possible
- Setting and communicating disconnecting from work expectations to employees.
- Educating and explaining to all employees and/or contractors the contents of this Policy.
- Being familiar with, understand and comply with this Policy.
- Lead by example.

3.2 Human Resources

- Promote all applicable client and legislative codes, regulations and practices/procedures are followed.
- Work with operational and functional leaders to help ensure all employees are aware of disconnecting from work expectations.
- From time to time, provide training to all employees to aid in the application and understanding of this Policy.

3.3 Employees and/or Contractors

- Understand, be familiar with, and comply with this Policy.
- Adhere to all applicable CEDA, client and legislative codes, regulations and practices/procedures.
- Lead by example.

4. Definitions and Acronyms

CEDA means CEDA Limited Partnership and its subsidiaries and entities.

CEDA BUSINESS means all work-related activities engaged in by employees and/or contractors during work hours while working in a remote location, on CEDA or customer premises, participating in company-related

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social activities, in public while representing CEDA, or operating any vehicles leased or owned by CEDA in conjunction with these activities.

DISCONNECTING FROM WORK means to not engage in work-related communications, including emails, telephone calls, video calls or sending or reviewing other messages, so as to be free from the performance of work.

EMERGENCY means an urgent and/or critical situation, temporary in nature, that threatens or causes harm to people, the environment, CEDA or client property, or disrupts operations.

EMPLOYEE AND/OR CONTRACTOR means any person employed by CEDA on a permanent full or part-time basis as well as independent contractors of CEDA and subcontractors providing services to CEDA or on behalf of CEDA.

HUMAN RESOURCES REPRESENTATIVE means a Business Partner, Manager, Director or Vice President (VP) of Human Resources.

LEADER means any person who has direct accountability for an employees and/or contractors or group of employees and/or contractors and may include but is not limited to service line manager, supervisor, site supervisor, foreman, etc.

5. Policy

CEDA is committed to taking every precaution reasonable for the protection of the health and safety of employees. CEDA recognizes that time away from performing or thinking about work outside scheduled work hours is important for one's wellbeing and contributes to achieving a healthy and sustainable professional and personal life.

Operational or business requirements may require communication outside of regular work hours. CEDA Leaders will ensure, when possible, that employees are aware of circumstances where they may be expected to engage in work-related communications outside their scheduled work hours.

6. Exceptions

Exceptions to this Policy are where:

- An Emergency or unforeseen circumstance occurs.
- An Employee's role is managerial or supervisory in nature
- An Employee is on a worksite with a unique work schedule and/or hours of work.
- An Employee receives a call from dispatch to confirm availability and scheduling for upcoming work.
- An Employee receives a call from a CEDA Leader or client representative.

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7. Ways to disconnect from work

- Take your breaks and rest periods.
- Take your annual vacation.
- Be considerate of your colleagues by avoiding emailing or calling outside work hours, unless an emergency.
- Update your Out of Office and Vacation Alert message(s) to set expectations around work hours and expected response times.

8. Reporting Concerns

Employees with questions, concerns, or feel they are unable to disconnect from work outside your scheduled shift or as expected are encouraged to discuss your concerns with your Leader Human Resources representative.