

Disconnecting from Work Policy

Intent

Landscape Effects Group understands that due to work-related pressures, the current landscape of work, or the working environment, team members may feel obligated to perform their job duties outside their normal working hours. Work-related pressure and feeling an inability to disconnect from the job can lead to stress and deterioration of mental and physical health. This policy has been established to support team member wellness, minimize excessive sources of stress, and ensure that employees feel they can disconnect from their work outside their regular working hours.

Definitions

Disconnecting from work: Not engaging in work-related communications, including e-mails, telephone calls, video calls, or the sending or reviewing of other messages, so as to be free from the performance of work.

Regular working hours: The time agreed to by a team member, as stated in their employment contract, when they are meant to complete work for Landscape Effects Group.

Guidelines

A team member's time outside regular working hours is meant for the team member to recharge and spend as they wish and should not be used to complete work-related tasks; however, there may be a lack of separation between home and work that makes it difficult for team members to truly disconnect. Working remotely or from a home office can make team members feel as though they are "always on" or obligated to continue working or respond to communication, regardless of the time of day.

Landscape Effects Group sees team member health and well-being as priorities while working and while away from work. We are committed to increasing overall team member health and wellness and providing team members with a positive work-life balance. This policy is intended to promote that ideal by specifically detailing the company's expectations related to disconnecting from work.

Disconnecting from Work

Team members are entitled to disconnect from work outside regular working hours without fear of reprisal. All scheduled breaks should be taken and time off entitlements for non-work-related activities should be used each year. Team members are encouraged to set clear boundaries between work and their personal lives, regardless of their working arrangement, whether that be onsite, flex work, remote work, or hybrid work.

Outside regular working hours and when disconnecting from work, team members:

- Should stop performing their job duties and work-related tasks.

- Are not expected or required to respond to work-related communication outside their regular working hours, while on break, or during any paid or unpaid time off.
- Will not face repercussion or punishment for not communicating or for ceasing work; and
- Should respect co-workers' time and should not expect them to respond, communicate, or complete work.

Workload and Productivity

Landscape Effects Group understands that team members may want or need to work outside their regular working hours to meet a time-sensitive deadline or to attend to an urgent matter or emergency; however, team members should not regularly or frequently work outside their scheduled hours to complete or catch up on work.

Team members who cannot manage their workload during their regular working hours should meet with their direct manager to evaluate their workload, priorities, and due dates.

Managers will work with team members to come up with a solution to ensure:

- The current workload does not result in the team member working excess hours and does not contribute to additional stress or burnout.
- Normal job duties can be completed during regular working hours; and
- team members can remain productive and meet company goals and objectives.

Communication

Team members should not feel obligated to send or respond to work-related communication outside regular working hours. Landscape Effects Group of Companies may occasionally send general communication to team members when they are not working, such as on a team member's day off or scheduled vacation. Team members are not expected to respond to any company communication when not at work, apart from unforeseen circumstances, such as an emergency.

Team members who do not reply to work-related communications outside regular working hours will not face negative effects on their employment.

Breaks and Time Off

Breaks are provided in accordance with employment standards and are intended to provide team members with time to recharge and enable them to work productively during regular working hours. Team members should take any scheduled or company-provided breaks during their shift and use that time to disconnect from work.

Landscape Effects Group of Companies understands the importance for our team members to have personal time off. Team members are encouraged to use their accrued paid vacation time in full every year and should take the time for rest, relaxation, and personal pursuits. Team members will never be obligated to complete work-related activities during scheduled time off. Knowing that, time management is the responsibility of team members and scheduled time off should not interfere with

deadlines. Managers will work with team members to delegate job-specific duties that must be completed while the team member is on vacation to maintain workflow and productivity. Team members should not be reluctant to take vacation due to workload, unless there are limitations or restrictions because of a due date, project priority, scheduling conflict, or unforeseen circumstance that prevent a team member from taking a vacation at a specific time, in which case managers will assist in determining appropriate actions to take to meet deadlines and accommodate time off requests whenever possible.

Overtime

At times, Landscape Effects Group of Companies may have a business need that requires team members to work overtime or be on call. Overtime will always be approved and scheduled in advance. It may be requested by the team member or required in certain situations to ensure work is completed; however, team members should not work overtime unless directed by their manager.

Date Created: May 12, 2022