



Right to Disconnect Policy

Introduction

The right to disconnect refers to the employees right to be able to disengage from work and refrain from engaging in work-related electronic communications such as emails, telephone calls or other messages outside normal working hours and annual leave.

ISACS recognises that disconnecting from work is vital to a healthy and sustainable work life balance. As an employer, ISACS is committed to this policy in providing employees a fair right to disconnect. This applies to all employees including contract workers and those working part time.

Hours of work & overtime

In line with the Organisation of Working Time Act, 1997, no ISACS employee is expected to work more than 48 hours per week on average, except in very limited circumstances.

At the start of employment, all ISACS employees receive a term of employment contract outlining their hours of work and other conditions regarding work hours. ISACS does not expect employees to work more than these contracted hours. Occasionally, ISACS does seek flexibility and support, when necessary, but it will not be a regular and ongoing part of the working week. It is important to note that ISACS does not offer any overtime payment, but time off in lieu is offered instead.

Disconnect out of hours

ISACS understands that employees have a range of devices for work that provide flexibility to work from different locations at different times. These devices are not intended to create an expectation of working out of hours. The company recognises the negative effects this can have on wellbeing and mental health as well as relationships.

For most employees these devices can be turned off out of hours. For certain senior employees, it is still necessary that they remain contactable in cases of emergency (i.e. if an employee wishes to phone in sick). However, it remains vital that out of hours contact is limited to such instances.

Regular breaks and lunchtime

At ISACS, each employee is entitled to a 15 minute break after having work for 4.5 hours, and a total of 30 minutes (including that 15 minute break) having completed 6 continuous hours of work.

ISACS wants all employees to take full breaks and lunchtimes. No employee is expected to work through lunches, whether they are in the office or remote working. It is vital employees have down time during the day too.

In addition to regular breaks, the Organisation of Working Time Act, 1997 also provides for 11 consecutive hours rest in any period of 24 hours and all employees should get 24 consecutive hours rest in any period of 7 days. This means it is important employees do not check emails or devices before they go to bed and first thing in the morning.

Managing meetings and times

Meetings should only be scheduled during normal working hours. Meetings should not be held over break times and only those necessary should be invited. ISACS also appreciates that if employees need to block time in their diary for vital work to be done, they should do so. Diary time is not just for meetings and just because someone is 'free' in their diary does not mean they are not busy.

Culture of work

ISACS recognises that working life is made up of policies and procedures and the company culture. This often emanates from the expectation set down by the Executive Director and Board of Directors. The company wishes to make very clear we support the right to disconnect and we do not believe that employees need to be regularly working out of hours. We want to cultivate a culture of hard work within each employee's normal working week while fully respecting their personal life and time outside of work.

Complaints Procedure

Should any employee feel that this policy is being breached then they should feel safe to speak out and follow the guidance outlined in the company complaints policy.

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