



Warwickshire Pride

Registered Charity Number: 1162449

Right to Disconnect Policy

Policy Statement

The health and wellbeing of our employees is of the utmost importance to us and we encourage and support our employees to prioritise their own wellbeing.

Disconnecting from work is vital for your wellbeing, and to help you achieve a healthy and sustainable work-life balance. It refers to a period of time in which employees are expected to be conducting no work on behalf of the business, which includes being available for related communications such as receiving phone calls or emails.

The right to disconnect means that every employee is entitled to switch off outside of their normal working hours and enjoy their free time away from work without being disturbed, unless there is an emergency or agreement to do so, for example while “on call”.

To encourage and support our employees in balancing their working and personal lives whether they work traditional hours in the workplace, work remotely or flexibly we have adopted this right to disconnect company policy, which includes best practice guidance around wellbeing, working hours, the use of technology and more.

The right to disconnect policy forms part of the Company’s overall approach to attracting and retaining employees by being able to offer suitable working patterns which facilitate a better balance between work and life commitments.

This policy demonstrates the Company’s commitment to fostering long term careers at the Company and promoting equality in the workplace

Applicability

This policy applies to all employees, whether staff are working remotely, in a fixed location, at home or are mobile.

Company Obligations

The Company remains fully compliant with all statutory duties under employment working time legislation. We will always take steps to ensure that all employees, regardless of their place of work, are:

- informed of what their normal working hours are reasonably expected to be
- not asked to exceed a 48-hour working week unless they have signed an opt out agreement
- able to take relevant rest breaks and rest periods as specified in law/by contract

- able to take annual leave as specified in law/by contract and not be asked to conduct work during this time

Employee Obligations

The Company expects all staff to comply with the following in the course of their work. They must:

- ensure that they manage their own working time and consider their obligation as an employee, while at work, to take reasonable care to protect their health and safety and that of co-workers
- co-operate fully with any appropriate mechanism utilised by the Company to record working time, including when working remotely
- be mindful of colleagues', customers'/clients' working hours, eg by not routinely emailing or calling outside normal working hours
- notify their manager in writing of any rest period or break to which they are entitled to and were not able to avail themselves of on a particular occasion, and the reason why
- speak with their manager if they feel their workload is preventing them being able to take the rest breaks/periods they are entitled to

Working Hours

Your normal working hours are set out in your contract of employment. As staff within the organisation work to different schedules, it is important to note all employees have the right to disconnect in the context of their own particular work pattern.

Communications

Where possible, emails should be checked or sent only during normal working hours. Due to differing/non-standard patterns of work in the organisation, some employees may send communications at times which are inopportune for other employees, eg weekends. The sender should give due consideration to the timing of their communication and potential for disturbance, and the recipient should understand that they will not be expected to respond until their working time recommences.

Management do not expect employees to respond to social communications from colleagues outside of their working hours and it is entirely down to them if they

choose to do so. Communications on social media platforms [are/are not — delete as appropriate] acceptable means of communication in our workplace.

If a manager sends communications outside agreed working hours, unless business and operational needs dictate that an immediate response is required, a statement will be attached to out of hours emails tempering the expectation of an immediate response.

Managers will speak to any team members if the managers notice that staff are sending emails at odd hours or logging in excessively — this may be a sign that they are finding it difficult to manage their workload or “switch-off”.

Meetings

We respect people’s time by only inviting them to meetings where they play an active role and have something to contribute. Employees should be mindful of and manage how much virtual communication they have each day. Staff will not be expected to attend meetings if they fall outside their usual hours or during their usual rest break, such as at lunchtime.

Disconnecting

In order to respect the right of the Company’s employees to enjoy a personal life, all employees have a right to switch off their mobile communications device(s) outside of their working hours.

Automatic Emails

Employees may receive an automated email if excessive flows of emails outside business hours are being sent from their email address. If employees receive such an email, they will be required to explain to their line manager the reasons for the volume of out-of-hours email correspondence.

Automatic Replies

Line managers will notify employees if they are authorised to put an automatic email response in place to auto-reply to emails received outside normal working hours and confirming that the emails will be reviewed the next morning or business day.

The below are templates to use:

“My normal working hours are from X to Y. I will respond to you when I am back at work.”

“I am currently working flexibly so while it suits me to send this email now, I do not expect a response or action outside your own working hours.”

Work-Life Balance

The Company is committed to ensuring that employees enjoy both a personal life and a professional life. If employees have any concerns in relation to their workload or the work patterns required by their role or their ability to maintain a reasonable work-life balance, they are required to contact their line manager to address the issue.

Employees working from home are encouraged to schedule post-work leisure activity, in order to create some separation from the end of their workday and the beginning of their personal time. Staff, including those engaging in flexible working arrangements or remote working, are reminded to switch off from work.

Wellbeing

If any employee experiences difficulties in asserting their right to disconnect, they should first raise the matter with their line manager and seek to resolve the matter informally. If they cannot reach an agreement, they will need to raise a formal grievance in line with the procedures set out in our grievance and disciplinary policies.

Last reviewed: February 2026

Next review due: January 2027