



JEMS COATING LIMITED - Right to Disconnect Policy

This Policy encourages and supports you in balancing your working and personal lives whether you work traditional hours, on Company premises or remotely.

Jems Coating Limited recognizes that every employee is entitled to “switch off” outside of their regular business hours and that we are all engaged in productive work during our workday and also enjoy their free time away from work without being disturbed unless there is an emergency or mutual agreement to do so.

Due to business and operational needs and depending on your role and the nature of your team, circumstances may occasionally arise that communications are sent and received outside of your regular business hours.

*Situations when occasional contact outside of these hours becomes the norm, will be addressed.

Examples of such situations that may warrant addressing the concern might include:

Being contacted regularly outside of Regular Business Hours.

Being expected to regularly work through breaks.

Being penalized for not being available out of Regular Business Hours or favourable treatment for employees who stay connected out of hours.

Hours of Work & Overtime

Jems Coating Limited is committed to a standard work week and does not support the informal extension of your workday or week with an ‘always on’ work culture.

However, in an unusual or extraordinary circumstance where overtime may be required, your willingness to work additional hours is appreciated and your time will be handled in accordance.

Regular Breaks

It’s vital that Associates have down time during the day. We encourage everyone to take their full breaks without interruptions.

Outside of Regular Business Hours

Jems Coating Limited supports and encourages all Associates to disconnect outside of regular business hours.

While some employees have a range of work devices that provide flexibility to work from different locations, these devices are not provided to create an expectation of working outside of regular business hours.

For those Staff who are provided allowances, it is not a requirement to answer phones after hours.

Meetings

We ask those calling meetings to avoid doing so during standard break times. Staff should not be placed in the position of feeling obliged to forego their break to attend Company meetings.

Meetings must only be scheduled with only participants whose attendance is necessary.

Self-Responsibilities

It is your responsibility to:

Be conscious of your work patterns and manage distractions and non-work-related activities during regular business hours that may contribute to decreased productivity, increase your stress levels - particularly as it relates to deadlines, and increase the likelihood that you’ll decide not to disconnect after your workday. Ask for support if needed. Be aware of work-related wellbeing.

Be mindful of Everyone’s right to disconnect (e.g., by not routinely emailing or calling outside of Regular Business Hours).

You can expect Jems Coating Limited Associates to:

Respect and encourage your right to disconnect.

Address the ‘Right to Disconnect’ during training/onboarding of all Staff, including that this a mutual right where open channels of communication in relation to workload and time management are encouraged, managed and any necessary changed identified.

Ensure that employees have clear goals and deliverables that can be delivered during Regular Business Hours.

Ensure all Staff are informed of what their Regular Business Hours are reasonably expected to be.

Disconnecting from work is vital to help us achieve a healthy and sustainable work-life balance. The health and wellbeing of our employees is of the utmost importance and we encourage and support all Staff to prioritize their own wellbeing.

Reporting Concerns

If you feel that your Right to Disconnect is not being respected or that your workload is such that you are not able to disconnect at the end of your Regular Business Hours, You’re encouraged to raise your concerns to your Manager. The concern should be made in writing, including details of the situation. Your Manager will meet with you, investigate your concerns and provide you with a response.