

Right to Disconnect Policy

1. Introduction

Fuse Recruitment ("**the Company**") recognises and understands the importance of employee's winding down after working hours. Work-life balance is critical to reducing employee burn out and promoting employee wellbeing. One way the Company supports the attainment of work-life balance is to respect an employee's work boundaries, that is, to not interfere in their personal time outside of their working hours.

This policy outlines the principles and guidelines governing an employee's right to disconnect from work. The Company is committed to ensuring that all employees are treated in a manner which balances productivity with wellbeing.

2. Scope

This Policy applies to all employees of the Company.

3. Definitions

Out of working hours contact means contact which is made by the Company, or a third party, if the contact or attempted contact relates to an employee's work, outside an employee's ordinary hours of work.

Ordinary hours of work means the hours of work set out in an employee's employment contract or industrial instrument (or for rostered employees, their rostered hours).

4. Out of Working Hours Contact

An employee may refuse to monitor, read or respond to contact, or attempted contact, from the Company (or a third party if the contact or attempted contact relates to their work), outside their ordinary hours of work, unless the refusal is unreasonable.

The Company understands the importance of not interfering in employee's out of hours private life, and will endeavour, where practicable, to not contact an employee outside of their ordinary hours of work.

However, there may be instances, including where the nature or seniority of the role requires it, where the Company will be required to make out of working hours contact with an employee, and it is expected that the employee will respond to such contact.

This policy also does not prohibit employee's from contacting each other outside of their ordinary hours of work for work related purposes.

5. Unreasonable Refusal

Without limiting the matters that may be taken into account in determining whether an employee's refusal to the Company's out of working hours contact is unreasonable, the Company will take into consideration the following:

- a) the reason for the contact or attempted contact;
- b) how the contact or attempted contact is made and the level of disruption the contact or attempted contact causes the employee;

- c) the extent to which the employee is compensated (taking into account any non-monetary compensation afforded to the employee):
 - i. to remain available to perform work during the period in which the contact or attempted contact is made; or
 - ii. for working additional hours outside of the employee’s ordinary hours of work;
- d) the nature of the employee’s role and the employee’s level of responsibility; and
- e) the employee’s personal circumstances

Where it is unreasonable for an employee to refuse the Company’s out of working hours contact when considering the factors described above, the Company expects that the employee will respond to the out of working hours contact as required. However, the Company acknowledges the importance of not interfering in an employee’s life outside of working hours and will endeavour to only make out of working hours contact where there is an important business reason to do so.

The Company also recognises that because of the nature of our business, there will be times where clients, suppliers and other stakeholders will initiate contact with employees out of working hours. Where such contact occurs and relates to an urgent matter it is a reasonable expectation that a response is provided. Where an employee has a concern about the nature or frequency of contact from clients, suppliers and other stakeholders they should raise this with their manager.

6. Dispute Procedure

If you feel that you have been subject to unnecessary out of working hours contact from the Company, or otherwise have any concern about receiving out of working hours contact, you are strongly encouraged to raise your concern with your manager so the Company is aware of your feelings and can work with you in addressing any out of hours contact concerns.

If your concerns cannot be resolved at the workplace level with the Company, then you may apply to the Fair Work Commission to resolve the dispute.

Document Version History					
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1.0	29.08.2024	Cameron Watson	Policy Created	Tyson McNeilly	29.08.2025