



Right to Disconnect Policy

This is a high-level summary for all staff. Full details are set out in the Right to Disconnect Policy.

Our Approach

LSH Group Australia supports employees' right to disconnect from work outside their normal working hours, in line with the *Fair Work Act 2009 (Cth)*.

Employees may refuse to monitor, read, or respond to work-related contact outside working hours where it is reasonable to do so.

What This Means for You

- You are not expected to respond to work communications outside your normal working hours unless it is reasonable
- You will not be disadvantaged for reasonably exercising your right to disconnect
- The Company may still contact you, however you may choose whether to respond depending on the circumstances

When Contact May Be Reasonable

Out-of-hours contact may be reasonable depending on:

- The urgency or importance of the matter
- Your role and level of responsibility
- Whether you are compensated for availability or additional hours
- The method and level of disruption (e.g. call vs email)
- Your personal circumstances (e.g. family or caring responsibilities)

In some cases, particularly for leadership or operational roles, limited out-of-hours contact may be expected.

Your Responsibilities

You are expected to:

- Communicate your availability and boundaries with your Manager
- Use reasonable judgment when responding to contact
- Raise concerns if out-of-hours contact becomes excessive or unreasonable

Manager Responsibilities

Managers are expected to:

- Avoid unnecessary out-of-hours contact
- Consider whether contact is reasonable before reaching out
- Support employees in maintaining work-life balance

If Issues Arise

- Raise concerns with your Manager in the first instance
- If unresolved, contact Human Resources

Compliance

All situations will be assessed on a case-by-case basis, considering:

- The connection to work
- The reasonableness of the contact or refusal

Failure to comply with this policy may result in action in accordance with Company policies.

Acknowledgement

I acknowledge that:

- I have read and understood the Right to Disconnect Policy – One Page Summary;
- I understand that this summary does not replace the full **Right to Disconnect Policy**;
- I agree to comply with the full policy and all related Group policies;

I further acknowledge that this summary should be read in conjunction with the full **Right to Disconnect Policy** which is available on the intranet.