



## DISCONNECTING FROM WORK POLICY

### 1. PURPOSE

The Solar Group Inc. (the “Company”) is committed to the health and wellbeing of its employees, as well as the continued safety and efficiency of its operations. The purpose of the Disconnecting from Work Policy (the “Policy”) is to identify the Company’s expectations and requirements with respect to the performance of work during and after regular work hours.

### 2. SCOPE

This Policy applies to all employees of the Company.

### 3. DEFINITIONS

“**Disconnecting from Work**” means not engaging in work-related communications, including emails, telephone calls, video calls or the sending or reviewing of other messages, so as to be free from the performance of work. This does not include consulting or inquiring about a work schedule; notifying the Company of an illness, injury, or expected absence; providing updated information during a medical or other leave of absence; requesting information about pay or benefits; or requesting vacation or leave time.

“**Emergency**” means a serious event that occurs unexpectedly and requires urgent attention and/or action. Examples include, but are not limited to:

- (a) Any situation that requires immediate action to avoid, address, and/or prevent the personal injury, or death of an employee, client, or the public or any situation that requires immediate action to avoid damage to client or public property.
- (b) A serious, unexpected, and/or dangerous situation requiring immediate action.

“**Exempt Employees**” means supervisors, managers, outside sales personnel, IT professionals, construction employees, certain licenced professionals (such as engineers and accountants), and others who are exempt from “hours of work” rules.

“**Non-exempt Employees**” means employees who are not exempt from Ontario’s statutory “hours of work” rules. This encompasses most hourly-paid employees.

### 4. POLICY

All employees in Ontario have the right to disconnect from work during vacations and on statutory holidays, unless the employee has agreed to work on the vacation day or holiday in question.

**Non-Exempt Employees:**

Non-exempt Employees have the right to disconnect from work-related communications outside their scheduled work hours and days. Except in the case of an Emergency, the Company will endeavour not to contact Non-exempt Employees outside scheduled work hours and days.

For any employee, this right to disconnect from work may be modified by a daily or weekly excess hours agreement, or an agreed flexible/remote working arrangement.

Where a Non-exempt Employee is required to be available or “on-call” during non-work hours, they will be entitled to compensation in accordance with the *Employment Standards Act, 2000*.

**Exempt Employees:**

Exempt Employees may organize their workday as they deem appropriate, provided that they:

- (a) ensure that work is completed efficiently and effectively;
- (b) attend all meetings scheduled by management;
- (c) meet all work deadlines and performance expectations; and
- (d) are reachable in the event of an Emergency, as defined by this Policy.

**General Exception**

The Right to Disconnect does not apply in the limited circumstances of an Emergency, as defined under this Policy. In the case of an Emergency, the Company will contact an employee by phone.

**5. ADMINISTRATION OF THIS POLICY**

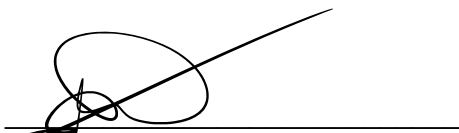
The Company will provide a written copy of this Policy to all employees to whom the Policy applies, and will do so within 30 days of preparing the policy. It will provide a copy of the Policy to all new employees to whom the Policy applies within the first 30 days of their employment commencing. If this Policy is amended, the Company will provide a copy of the amended Policy within 30 days of the changes being made.

The Company may amend this Policy from time to time as it deems necessary or appropriate. This Policy will, at all times, be applied in accordance with the applicable employment standards, occupational health and safety, and human rights legislation, where applicable.

**6. CONTACT**

Please contact Neal Dance (President) at [neal.dance@solarwindowcleaning.com](mailto:neal.dance@solarwindowcleaning.com) with any questions.

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Neal Dance  
President  
The Solar Group Inc

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