



# Disconnect from Work Policy (Canada)

## 1. Overview

Consistent with Ontario's Working for Workers Act, 2021 and applicable legislation, this Policy sets out Adobe Systems Canada Inc.'s (the "Company") expectations around work-related communications to assist employees with disconnecting from work during appropriate times, while balancing the business needs of the Company.

## 2. Policy

### 2.1. Scope

This Policy applies to all employees of the Company, regardless of their classification or the applicable working time scheme.

### 2.2. Basic Principles

"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.

Employees are encouraged to disconnect from work outside of their normal working hours, rest periods, holidays, and leaves, subject to the following exceptions:

- (A) where operational or business needs require such communications and employees have been given notice in advance;
- (B) where such communications are required due to the nature of an employee's duties;
- (C) where an employee's role is managerial in nature, in which case operational or business needs may require communications outside of normal working hours;
- (D) where an employee has been authorized to work an alternate working schedule;
- (E) in instances involving unforeseen operational or business needs;
- (F) in cases of emergency;
- (G) where such communication is required pursuant to another Company policy, for example, if an employee is required to be on-call outside of their normal work schedule; or
- (H) in other situations that may arise, at the discretion of the Company.

### 2.3. Working Hours

This Policy does not amend an employee's hours of work or rest periods (if applicable). Employees' hours of work and rest periods are defined pursuant to their employment contract or by agreement with their manager in accordance with applicable employment standards legislation.

Overtime eligible employees are to use Workday to record and timely report all of the time that they work. Adobe does not expect or permit employees to work "off the clock" without being compensated for it. If you are ever asked or encouraged to under-report or not report working time, please escalate the issue to the Employee Resource Center. For more information on the requirements and procedures for overtime-eligible employees, please refer to the [Overtime-Eligible Policy for Canada](#) employees.

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## 2.4. Tools To Enable Disconnecting from Work

Subject to the exceptions listed above, employees are not expected to monitor their email outside their normal work schedule. Managers should work with their teams on how to address urgent communications that require an employee's attention outside the employee's normal work schedule.

The following tools may assist employees in disconnecting from work, where appropriate:

- (A) **Out-Of-Office Message** – if you are absent from work for a day or more, you may consider enabling an automatic out-of-office message to be sent to internal and external contacts, indicating the dates that you are out of the office, the date you will return to the office, and, if necessary, an alternate point of contact during your absence.
- (B) **E-mail Signatures** – you may consider including reference to the timing of your e-mail communications in your signature block, such as "My working hours may not be your working hours. Please do not feel obligated to respond to this e-mail outside of your normal working hours."
- (C) **Delay Delivery** – you may consider using the "delay delivery" function when sending e-mails if the timing of your communication does not align with that of the recipient (e.g., where the sender and recipient are in different time zones or have different work schedules).
- (D) **Vacation Alerts** – you may consider including a vacation alert in your signature block indicating the dates of an upcoming vacation.

Employees should be mindful that practices for disconnecting from work may differ across Adobe depending upon the nature of the work and the circumstances of the employees on a particular team. For example, employees may be in different time zones. Employees should consider the most appropriate time to send a professional e-mail, SMS or instant message, or to make a professional telephone or videoconferencing call, so as not to create a sense of urgency for the recipient.

## 2.5. Changes to this Policy

This policy is subject to change at the sole discretion of the Company. Employees will be notified of any such changes in accordance with applicable employment standards legislation.

# 3. Additional Resources

## 3.1. Health & Wellbeing

Adobe recognizes how essential wellbeing is to employees' health and productivity. Employees are encouraged to review the [Managing Burnout Toolkit for Employees](#), which includes best practices to prevent and address burnout as well as useful tips to help employees disconnect from work.

Adobe has also adopted hybrid and flexible work arrangements, which provide greater flexibility for employees to work from the office and vary their start and end times or workdays to balance personal and work-related needs. Employees are encouraged to speak with their managers about such arrangements and how to appropriately disconnect from work while accommodating the varying workstyles among teams as well as the needs of the business.

## 3.2. Questions or Concerns

If you have any questions or concerns about this policy, or encounter difficulties in using or managing digital communication tools, you are encouraged to speak with your manager or open a case with the Employee Resource Center via the Support Center by clicking on this [link](#).

# 4. Definitions

The following terms are defined for purposes of this policy:

- **Disconnecting from Work** – 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.
- **Digital Communication Tools** – Tools used to communicate, including both physical tools (mobile phone, smartphone, laptop, electronic tablet, etc.) and dematerialized tools (software, emails, SMS, videoconferencing system, Internet, etc.).

# 5. Responsibility and Related Documents

<b>People Managers</b>	<ul style="list-style-type: none"> <li>• Assist and enable employees with disconnecting from work during appropriate times, while balancing the business needs of the Company.</li> </ul>
<b>Employee Experience – Total Rewards</b>	<ul style="list-style-type: none"> <li>• Implement and maintain this policy.</li> </ul>
<b>Legal Department</b>	<ul style="list-style-type: none"> <li>• Partner with Employee Experience to update and maintain this policy.</li> </ul>
<b>Overtime-Eligible Policy for Canada</b>	<ul style="list-style-type: none"> <li>• This policy establishes requirements and procedures for overtime-eligible employees in Canada.</li> </ul>
<b>Managing Burnout Toolkit for Employees</b>	<ul style="list-style-type: none"> <li>• Toolkit to help identify, prevent, and address burnout.</li> </ul>

## 6. Document History

Version	Issue Date	Changes
1.0	6/1/2022	Initial policy creation.