CCC Operating Hours and Right to Disconnect Policy

VERSION 1:1
Effective Date: 03/12/2024
Review Date: 03/12/2025

Note: *The scheduled office closures outlined in this policy may impact staff members' ability to take leave at other times if their annual leave balances are insufficient to cover these closures. To ensure clarity, these closure periods should be explicitly communicated to staff during the onboarding process and incorporated into any future employment contracts. This policy will be reviewed annually or as needed to ensure it continues to meet the operational and well-being needs of CCC staff and volunteers.*

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1. Purpose

The purpose of this policy is to establish clear and structured operating hours for the Capricorn Conservation Council (CCC) and to extend the **Right to Disconnect** to all CCC staff and management committee members, ensuring alignment with both operational needs and the well-being of all involved.

This policy is designed to formalise CCC's hours of operation, provide guidelines on scheduled closures, and ensure a respectful work-life balance. Adhering to the **Fair Work Act 2009 (Cth)** principles of disconnecting from work outside standard hours is essential for promoting a supportive work culture within CCC. This approach aligns with CCC's **Code of Conduct** https://cccqld.org.au/policy/ principles and **Constitution** https://cccqld.org.au/policy/constitution/ in its commitment to professionalism, respect, and the integrity of workplace practices.

2. Scope

This policy applies to all CCC staff, contractors, authorised social media managers, and management committee members in both operational and private capacities when representing CCC.

The policy:

- Formalises CCC's operating hours, standard closures, and the right to disconnect.
- Establishes procedures and expectations for urgent communication and task delegation outside of regular hours.

3. Operating Hours

CCC's designated hours of operation will be from **9:00 AM to 3:00 PM, Monday to Thursday**, with **Fridays closed**. These hours are intended to balance CCC's needs with staff and volunteer availability, enhancing efficiency during active workdays while respecting time off.

Scheduled Closures

The CCC office will be closed during the following periods:

- **Two-week closure over Christmas/New Year**, as approved by the management committee.
- **An additional week of closure at the beginning of each Queensland primary state school holiday**, supporting well-being and operational sustainability.
- **All Public Holidays**

Note: Holiday closure dates will be circulated to all members at the start of each calendar year to facilitate planning.

4. Right to Disconnect

4.1 Principle

To uphold the values of respect, integrity, and diligence outlined in CCC's **Code of Conduct**, all staff and committee members have the right to disconnect from work outside of standard hours, free from the expectation of checking or responding to work-related messages.

4.2 Exceptions and Urgent Matters

Certain situations may require urgent communication outside designated hours, such as critical organisational decisions. In such cases:

- Urgent matters should be marked as **high priority** by the sender, clearly indicating the reason for the urgency.
- Staff and committee members should respond within their availability, with any required follow-up arranged during standard operating hours.
- Any ongoing out-of-hours duties should be pre-approved by the CCC Chairperson or authorised delegate.

5. References to Other CCC Policies and Governing Standards

This policy should be read alongside the following CCC policies and documents to ensure compliance and coherence across operational practices:

1. **CCC Constitution**: Governs the ethical and legal standards expected of CCC members and includes provisions for member duties, meetings, and organisational integrity.
2. **Code of Conduct**: Sets out behavioural expectations, especially regarding respect for individuals, conflict of interest, and responsible resource use. Adhering to these principles supports respectful and sustainable workplace communication.
3. **Fair Work Act 2009 (Cth)**: Ensures CCC's commitment to fair work practices, including the extension of the right to disconnect, thereby promoting a balanced work environment.

6. Implementation and Compliance

The CCC Management Committee, will oversee adherence to this policy, including annual reviews and any adjustments to address emerging organisational needs or legislative updates. All CCC members, staff, and volunteers are expected to familiarise themselves with this policy and ensure their conduct aligns with the values it promotes.

	AUTHORISATION:	
	This version was approved on:	03/12/2024
	This version takes effect on:	03/12/2024
	Authorised by:	CCC Management Committee
	Chair:	Angie Fraser-Parle
	Chair signature:	

Capricorn Conservation Council acknowledge and respect the Traditional Owners and Elders of the land and waters we conserve and protect.