## 1. Policy Statement

Riverina Traffic Services Pty Ltd (RTS) is committed to supporting employee wellbeing, safety, and work–life balance while maintaining operational continuity and client service requirements.

RTS recognises that work may occur outside standard business hours and across regional locations. This policy establishes clear expectations regarding:

- The **Right to Disconnect** from work communications outside ordinary hours
- **Office access** and security arrangements
- **Living Away From Home (LAFH)** requirements for work-related travel and accommodation

This policy aligns with the **Fair Work Act 2009 (Cth)**, **Right to Disconnect provisions**, Work Health and Safety legislation, and RTS's duty of care obligations.

## 2. Scope

This policy applies to:

- All RTS employees (full-time, on-call casual, and on-call)
- Managers, supervisors, and officers of RTS

## 3. Right to Disconnect

### 3.1 General Principle

RTS respects employees' right to not respond to work-related communications outside their ordinary hours of work, except where contact is **reasonable**.

Employees will not be disadvantaged, disciplined, or treated unfavourably for exercising their right to disconnect in accordance with this policy.

### 3.2 Reasonable Contact Outside Hours

Contact outside ordinary working hours may be considered reasonable where:

- The employee is rostered **on-call** or has agreed availability
- There is an **emergency**, safety incident, or critical operational issue
- The nature of the role reasonably requires availability (e.g. managers, supervisors, allocation staff)
- There are time-critical client, regulatory, or safety obligations

Factors considered when determining reasonableness include:

- The employee's role and responsibilities
- The urgency and nature of the matter
- Compensation, allowances, or on-call arrangements
- The employee's personal circumstances

### 3.3 Employee Responsibilities

Employees are expected to:

- Clearly communicate availability and unavailability
- Use out-of-office notifications where appropriate
- Respond during ordinary hours unless reasonable contact applies

Employees are not required to monitor emails, messages, or calls outside ordinary hours unless otherwise agreed.

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### 3.4 Manager Responsibilities

Managers must:

- Plan work to minimise unnecessary after-hours contact
- Respect employee boundaries and rest periods
- Ensure on-call and availability expectations are clearly communicated
- Escalate emergencies through appropriate channels only

## 4. Office Access

### 4.1 Access Hours

RTS office access is limited to:

- Ordinary business hours unless prior approval is granted
- Authorised employees, clients, or visitors only

After-hours office access must be:

- Pre-approved by management
- Recorded where required
- Used solely for legitimate business purposes

### 4.2 Security and Safety

Employees accessing RTS offices must:

- Comply with security and WHS requirements
- Not allow unauthorised persons entry
- Report security incidents, hazards, or unsafe conditions immediately

RTS may monitor access for safety, security, and compliance purposes.

### 4.3 Visitors

All visitors must:

- Sign in where required
- Be accompanied by an authorised RTS representative
- Comply with site safety and security requirements

## 5. Living Away From Home (LAFH)

### 5.1 General Arrangements

Where employees are required to work away from their usual place of residence, RTS will make appropriate arrangements which may include:

- Employer-arranged accommodation
- Travel arrangements
- Allowances or reimbursements in accordance with industrial instruments, contracts, or company procedures

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### 5.2 Accommodation Standards

RTS will take reasonable steps to ensure accommodation is:

- Safe, clean, and fit for purpose
- Located to minimise travel fatigue
- Appropriate for the nature and duration of the work

Shared accommodation may be required where operationally necessary.

### 5.3 Behaviour and Conduct

While living away from home on RTS business, employees must:

- Comply with RTS policies, including Code of Conduct, WHS, Drug and Alcohol, and Sexual Harassment policies
- Behave professionally in accommodation, transport, and shared spaces
- Respect the safety, privacy, and wellbeing of others

Misconduct occurring during LAFH arrangements may be subject to disciplinary action.

### 5.4 Fatigue, Wellbeing, and Safety

RTS will:

- Consider fatigue management when planning rosters and travel
- Respond to safety or wellbeing concerns raised during LAFH work
- Provide appropriate support mechanisms where issues arise

Employees must:

- Report hazards, safety concerns, or incidents immediately
- Raise concerns regarding accommodation suitability or wellbeing

## 6. Roles and Responsibilities

### 6.1 Management

- Implement and enforce this policy
- Ensure compliance with legal and industrial obligations
- Address concerns fairly and promptly

### 6.2 Employees

- Comply with this policy and related procedures
- Communicate availability and concerns appropriately
- Act professionally at all times while representing RTS

## 7. Non-Compliance

Failure to comply with this policy may result in:

- Disciplinary action in accordance with RTS procedures
- Withdrawal of office access or LAFH privileges

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## 8. Review and Continuous Improvement

This policy will be reviewed:

- At least annually
- Updated to reflect legislative changes and operational needs
- Supported by procedures, guidance, and training

Signed by Chief Executive Officer:

Shane Egan: …… 12/02/2026
(Name) (Signature) (Date)

| Owner | Riverina Traffic Services Pty Ltd |
|---|---|
| **Date of Adoption/Amendment** | **Revision No:** |
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