

Right to Disconnect Checklist for Small Businesses

This checklist walks you through the simple, practical steps to stay compliant, keep communication clear, and protect your business from disputes.

UNDERSTAND THE LAW

- Read the Fair Work Act changes and Fair Work Ombudsman overview
- Download our Fact Sheet on the Right to Disconnect for Small Businesses.

DEFINE AND DOCUMENT HOURS

- Read the Fair Work Act changes and Fair Work Ombudsman overview
- Publish an "urgent contact window" that can override the right.
**This can be for emergency cases that relate to safety, security, or IT outage.*

UPDATE POLICIES AND CONTRACTS

- Insert a Right to Disconnect clause in employment contracts
- Insert a Right to Disconnect clause in the employee handbook or relevant policy documents.

TRAIN MANAGEMENT

- Conduct a training session that briefs owners, supervisors, managers etc. on:
 - what constitutes reasonable contact
 - examples of emergencies that necessitate out of hours contact
 - escalation steps

COMMUNICATE WITH THE TEAM

- Send an email to the team explaining:
 - their right to disconnect
 - expected response times
 - how to raise concerns

ESTABLISH A DISPUTE PATH

- Nominate an internal contact staff will go to for any Right to Disconnect issues
**The Fair Work Ombudsman encourages conflicts to be solved at the workplace level before escalation to the Fair Work Commission.*
- Document response timeframes and keep a simple log.
**This helps show that you acted promptly if a claim should arise.*

● Not sure where to start?

Need a hand reviewing contracts, training your leadership team, or including a Right to Disconnect policy in your documentation? We can help.

[Contact Us](#)