



Josep Carreras
LEUKAEMIA
Research Institute

2025

DIGITAL DISCONNECTION POLICY



Creation, design and layout

Josep Carreras Leukemia Research Institute Foundation

Photographs

Photographic archives of the Josep Carreras Leukemia Research Institute Foundation

Postal address

Ctra. de Can Ruti, Camí de les Escoles s/n 08916 Badalona
Tel. (+34) 93 557 28 00

For any queries or comments regarding this document, please
contact: rrhh@carrerasresearch.org



1. PRESENTATION

Digital disconnection is the fundamental right of workers not to **be available for work tasks outside their working hours**. This right is key to respecting the working day, promoting a healthy balance between personal and professional life, and **contributing to the physical and mental well-being** of employees.

The aim of this policy is to ensure that all IJC staff can fully exercise their right to digital disconnection. This implies respecting rest times, promoting the **reconciliation of personal, family and work life**, and protecting the general health of workers.

This protocol is aligned with the legislation in force in Spain, specifically:

- **Article 88 of Organic Law 3/2018, of 5th December**, on the Protection of Personal Data and Guarantee of Digital Rights (LOPDGDD).
- **Law 10/2021, of 9th July**, on remote work, which regulates digital disconnection and reinforces workers' rights in the digital environment.

Through this policy, the IJC reaffirms its commitment to creating a healthy, productive work environment that respects the rights of its employees.

2. AREAS OF APPLICATION

The digital disconnection policy **applies to all staff hired** by the Josep Carreras Institute (IJC), regardless of their position, function, role or location. This includes **all professional profiles**: from administrative and technical staff to research staff and those who perform functions within the institution.

Similarly, this policy extends to teleworking contexts, **international mobility or any remote work modality** that requires the use of digital technologies. In these cases, the right to digital disconnection must be respected both in the work carried out within the national territory and in that carried out outside Spain.

The objective is to guarantee that, **regardless of the location of the worker**, their rest, disconnection and conciliation times are respected, avoiding work interruptions outside the established working hours.

3. GUIDING PRINCIPLES

The following principles guide the application of this policy:

Regarding personal time and stipulated working hours: Staff have the right to completely disconnect outside of their working hours. This implies **not receiving emails, messages or calls** outside the time allotted for rest, except in exceptional or emergency situations (see point 5 of this document). In this way, personal time is respected, and an appropriate use of communications is encouraged.

Responsible use of digital tools: The digital technologies and tools provided by the IJC must be used **efficiently and responsibly** during the working day. Excessive or inappropriate use that may interfere with rest and disconnection times should be avoided. Thus, **digital fatigue is prevented**, preserving the physical, emotional and social well-being of workers.

Promotion of integral well-being: The IJC is committed to fostering a healthy balance between the professional and personal lives of its staff, ensuring their integral well-being. This includes promoting **a conscious and balanced use** of digital tools, thus contributing to a healthier and more productive work environment.

4. BASIC RULES

Email, messaging and telephone:

- Any communication, notification, message or call, whether through email, Microsoft Teams platform, telephone or other official means, as well as through any instant messaging application, must be made **within the established working hours (7:00 a.m. – 7:00 p.m.)**, except in duly justified cases of urgency (see section 5).
- Calls or instant messaging messages must not be made to workers' personal phones.
- The IJC will provide digital tools that allow the sending of emails to be scheduled, to facilitate compliance with the right to digital disconnection of staff, configuring the mailings within the corresponding working day.

Meetings and tasks:

- Work meetings must be scheduled within the established working hours. They can only be carried out outside these hours in exceptional situations, provided that they are justified and approved in advance.
- The tasks must be assigned with reasonable deadlines and sufficient time for the staff to organize them within the working day.
- In exceptional situations in which the extension of the working day must be justified

, the provisions of the IJC's extraordinary leave policy will be followed.

Teleworking:

- Staff in teleworking mode must respect the established working hours, ensuring that the hours stipulated in their working day are not exceeded and the digital disconnection policy is also applied. For more details, please refer to the telework policy guidelines.

5. EXCEPTIONS

There are exceptional circumstances in which there may be a need to carry out activities outside working hours. These situations include, but are not limited to:

- **Emergency situations** related to the critical functioning of scientific projects, high-level research or issues related to the proper functioning of general services of the facilities or safety situations of the workplace or administrative procedures that have a specific deadline for submission, among others.

The definition of what is considered an emergency will be determined by the Teleworking Monitoring Group, made up of 1 member of Human Resources, 2 members of the Works Council and 1 member of Management, which will meet when necessary to assess emergency situations.

The IJC will ensure that these exceptions are applied transparently and that the decision to contact a worker outside their working hours is duly justified and notified in advance.

6. CALL OF DUTY

From the Institute:

- The IJC is committed to guaranteeing compliance with this digital disconnection policy, establishing the technical and human resources necessary to ensure that workers' rights are respected.
- It will provide tools and training so that staff can properly manage their working time and disconnection
- It will supervise and periodically monitor compliance with the policy, implementing corrective measures in the event of deviations or non-compliance. This monitoring will be carried out by a committee made up of a person from the works council, an HR person and a representative of the management.
- Promote an organizational culture that values and respects the personal time of the workforce, raising awareness among all contracted staff and those directly

responsible for the importance of digital disconnection.

- It will encourage the use of programmable technologies (for example, deferred sending of emails) to respect rest schedules.

Of the workers:

- Respect the limits established for digital disconnection, within the established working hours, avoiding carrying out any task outside their working hours, except in exceptional or emergency situations.
- Plan and organize their tasks in such a way that they meet the objectives within the stipulated working day, ensuring sufficient margin for unforeseen events.
- Proactively communicate in advance any situation that may require tasks or communication outside of working hours, to facilitate organization and appropriate justification.
- Make responsible use of the digital tools provided by the IJC, avoiding extending the working day with practices such as unnecessary sending of emails after hours.
- Inform the Human Resources Unit or its direct managers in the event of difficulties in complying with the digital disconnection policy.

Of the people responsible for the research unit/platform/group:

- Lead by example, respecting and encouraging digital disconnection among your team members, avoiding any interaction with your staff outside of the working hours they have established.
- Supervise and distribute workloads in an equitable and realistic manner to avoid the need to work outside the stipulated hours.
- Justify and formally communicate any situation that requires the availability of the equipment outside working hours, ensuring its exceptional nature.
- Promote follow-up meetings and spaces for dialogue to ensure compliance with the policy and resolve any identified difficulties.

7. TRAINING AND AWARENESS

To ensure the correct implementation of this policy, the IJC will promote training and awareness-raising actions aimed at all employees. The aim is to foster an organizational culture that respects the right to digital disconnection and raise awareness of the benefits of responsible use of technological tools.

- **Periodic training sessions:** Training will be organized for staff and managers to clarify the principles of digital disconnection, raise awareness of its positive impact on health and productivity, and provide guidelines for applying it on a day-to-day basis.

- **Information campaigns:** Materials such as guides, infographics and practical reminders will be disseminated through internal communication channels, with the aim of reinforcing the importance of respecting rest and disconnection times.
- **Promotion of good practices:** Work will be done to promote organizational guidelines that facilitate digital disconnection, such as efficient task planning, the responsible use of emails and meetings adjusted to working hours.

8. MONITORING AND CONTROL MEASURES

The IJC will implement specific measures to ensure effective compliance with this digital disconnection policy, as well as its continuous evaluation and improvement.

- **Periodic surveys:** Staff will be surveyed to find out their satisfaction and perception of digital disconnection, identifying possible challenges and opportunities for improvement.
- **Compliance review:** Regular internal audits will be carried out to assess the level of implementation of the policy and detect possible areas for improvement or non-compliance.
- **Communication channel:** All staff will be established and reminded of specific emails that will serve as a communication channel for all staff. These channels will make it possible to report incidents, breaches or conflicts related to digital disconnection in a confidential and effective way.
 - Human Resources (rrhh@carrerasresearch.org)
 - Health & Safety (safety@carrerasresearch.org)
 - Works Council (comite.empresa@carrerasresearch.org)

9. PROCEDURE IN CASE OF NON-COMPLIANCE

In the event that a breach of the digital disconnection policy is detected, the following steps will be taken to correct this irregularity:

1. The worker who detects the non-compliance must send an email to the addresses indicated in the previous section, explaining the fact that occurred and providing the justifications that verify the non-compliance.
2. A review of the incident will be carried out to determine its nature and the possible cause of the non-compliance, if necessary, a warning will be issued and it will be

- reminded that this document affects all IJC personnel, regardless of their position and position.
3. The Teleworking Monitoring Group may apply **corrective measures** that may include additional awareness, extra training or the adaptation of planning in case that non-compliance is due to bad practices in time management.
 4. In the event of repeated infractions, the IJC may **consider disciplinary measures** in accordance with current labor legislation.

10. EFFECTIVE DATE AND REVISIONS

This policy will come into force on 5 June 2025, once approved by the Board of Trustees, and will be reviewed annually or whenever necessary to adapt it to legislative or technological changes or the needs of the IJC.

