Share with Pride:

IP Track Safety and Assurance Team voluntary 'out-of-hours' email code of conduct.

Nick Millington

What is the problem?

► Too many emails are sent out of hours that needn't be sent at these times;

► We have a culture, with phones, iPads and laptops, where there is a tendency to check these emails in your out-of-work environment;

► This can disrupt your home and social life;

► Late night emails from Line Managers create adverse Peer Pressure;

► Using devices late at night can prevent you being able to sleep properly;

► IP Track already have a known Fatigue issue.

What have we done…….

- **We have adopted a voluntary policy NOT to send emails between 7pm at night and 7am in the morning (unless immediately Safety Critical);**

- Any email (deemed non-safety critical) sent outside of these hours results in a £1 fine;

- The team hold each other to account (and you can hold us to account too);

- This fine is donated to CLIC Sargent;

- So far, in two weeks, we have collected £21 worth of fines;

- *Next step: any timesheets more than 2 days late will also result in a £1 fine (to CLIC Sargent).*

Useful tips…..

- ▶ This is not an outright ban on working during hours that suit your work life balance;

- ▶ This is not a ban on communicating on Safety Critical emails: it's about thinking about how your actions can impact on others;

- ▶ This is about respecting the <u>recipient</u> of the mail and recognising that Line Managers can create adverse Peer Pressure;

- ▶ If emails are drafted after 7pm, they can be held in an 'Outbox' in your laptop and sent during after 7am;

- ▶ On iPhones and iPads, drafted emails can be stored as 'drafts' and sent after 7am;

- ▶ *Please try this code-of-conduct: Bill Cooke is an NR charity commissioner and is collecting donations.*