IRG Digital Disconnection Protocol 2026

Ibiza Rocks Group, Ibiza

The purpose of this protocol is to guarantee employees' right to digital disconnection and ensure a healthy balance between work and personal life. The protocol promotes respect for rest periods, laboural days off & holiday time in compliance with Spanish labour legislation. **Ley Orgánica 3/2018.**

This protocol applies to all employees of Ibiza Rocks Group, regardless of position, department, or work location type (on-site, remote or combination).

Respect for rest:

Employees are not required to respond to digital communications (email, phone calls, messaging apps) outside their working hours.

Work-life balance:

The company promotes separation between professional and personal time.

Non-discrimination:

No employee will be penalised for exercising their right to disconnect.

Reasonable exceptions:

Exceptions may be made only in cases of genuine urgency or critical operational needs.

Email:

- Employees should not be expected to check or respond to emails outside their regular working hours.
- Automatic email footers will indicate standard working hours.

Telephone & Messaging Apps:

- Personal messaging apps (Google chat, WhatsApp, etc.) should not be used for work communication unless explicitly agreed upon.

- Calls outside working hours are permitted only for urgent operational issues.

Meetings & Scheduling:

- Meetings must be scheduled within employees' regular working hours, unless mutually agreed otherwise.

Managerial Responsibility

- Managers must set an example by respecting staff's disconnection times.
- Managers/Supervisors must plan ahead to avoid unnecessary after-hours communication.
- Any exceptional communication must be justified and documented.

Exceptions

- Emergencies affecting safety, security, or urgent hotel/event operations.
- Situations where prior agreement with the employee exists (e.g., during events, on-call duties).

Employee Responsibility

- Employees are encouraged to manage their working hours effectively.
- During their disconnection time, employees are not obliged to monitor work devices.
- Employees should communicate availability expectations clearly when on leave or holiday. ('out of office' notifications scheduled in emails & messaging apps)

Training & Awareness

- Training will be provided on healthy digital habits.
- Managers and employees will receive training on this protocol and its application.

Monitoring & Review

- HR will monitor the application of this protocol.

- Feedback from staff will be collected annually to ensure continuous improvement. (Employee Survey)

Entry comes into Force 2026

This protocol enters into force in **2026** and is binding for all IRG staff members.

This aligns with **Spanish labour law Ley Orgánica 3/2018.**