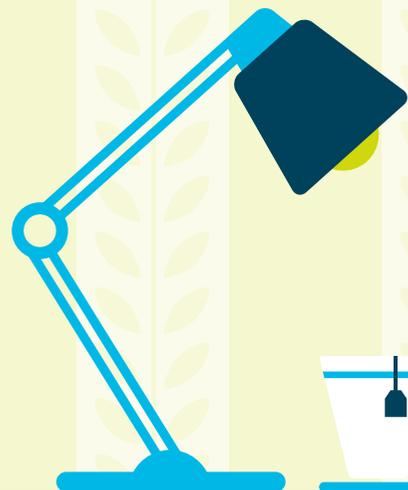
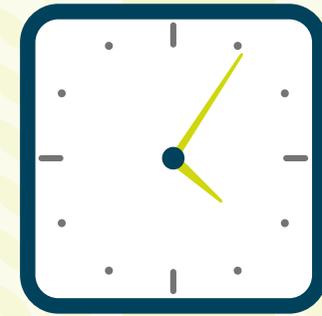


EMPLOYEE WELLBEING: HOME WORKING GUIDE

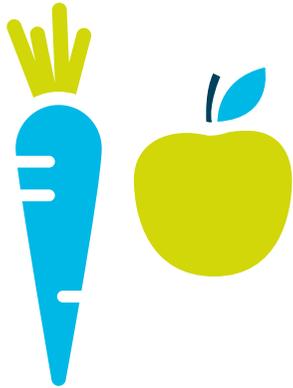
Although home working certainly has benefits, and many employees enjoy the flexibility it brings, we also recognise that it can present specific challenges around your wellbeing.

As working from home for this length of time is a new experience for everyone in the company, we want to support you by providing some useful, practical guidance. We have grouped this guidance into three categories **physical, mental and practical.**



PHYSICAL

NUTRITION



- Have set times for breakfast, lunch AND snacks, and stick to these as much as possible.
- Enjoy meals and snacks away from your workstation.
- Calendarise your lunchbreak – this is important downtime, ensure you aren't disturbed.
- Remove temptation – when working from home it's easy to fall foul to the snack box or biscuit jar – so try to keep your home free of sugary snacks and drinks.

MOVEMENT



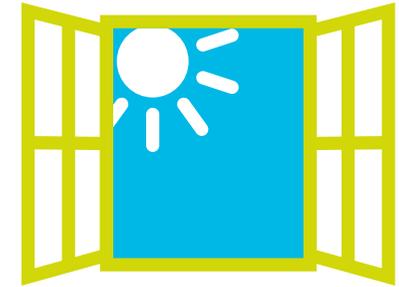
- Working from home can make us more sedentary so consider setting movement reminders to stand up, stretch or walk around your home. You can set these via your calendar or using a dedicated app.
- Due to the current government instruction, time outside for all of us is now limited. Utilise the ability to be outside for daily exercise and either build this in to your lunchbreak or take advantage of the time saved on commuting: go for a run etc.
- Make sure you are practicing proper social distancing if you do go outside.

BACK HEALTH



- Try to avoid working from your sofa or bed. If you don't have a dedicated desk, set yourself up at a table and do what you can to ensure your chair is at an appropriate height.
- If you're working from a laptop, consider utilising equipment such as a stand, separate mouse and keyboard. Please contact IT Services if you need any extra equipment delivered to your address.
- Standing up regularly is very important – try taking all phone calls standing or walking.

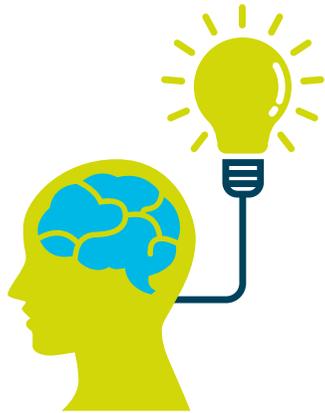
ENVIRONMENT



- If possible, set your workstation up where there is plenty of daylight.
- Ensure you're getting enough fresh air – work with a window open or, if temperatures are prohibitive, consider opening a window for 5 minutes every hour.

MENTAL

SELF-AWARENESS



Working from home will suit some more than others. Think about what gives you energy and what makes you feel focussed and motivated. How much social connection do you need? How can you achieve this? Be realistic about what challenges home working might present to you personally and be proactive about looking for solutions.

MIND-SET



- Before you start your working day note down three things you are grateful for - this is an excellent way to ground yourself and adopt a positive mindset.
- As we find ourselves working from home out of necessity, not choice, make a list of all the benefits of this situation. Perhaps you have more time with your children in the morning, perhaps you're able to go for a run at lunch or eat more home-cooked meals?

SOCIAL CONNECTION



- Schedule virtual coffee breaks with your colleagues. Put to-do lists aside and have a 15 minute social catch up over a cup of tea.
- Opt for video calls where possible – facial cues, body language and other non-verbal cues are important for building social connection.
- Keeping in touch with friends and family is also extra important if you work alone – make a conscious effort to connect with at least one person every day.

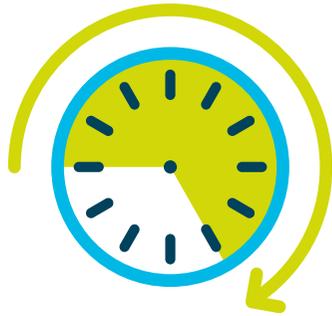
CULTIVATE KINDNESS



Working from home can mean we are less likely to experience small gestures of kindness (such as being offered a drink, given a compliment or help with a task). Find ways to cultivate kindness remotely!

PRACTICAL

ROUTINE



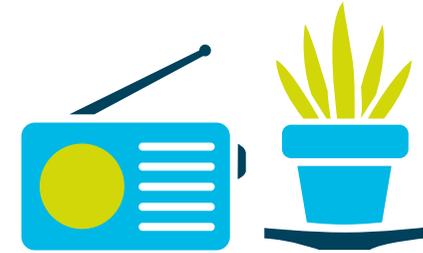
- Stick to set working hours – it's especially important to have a work start and finish time to ensure your working day has a clear beginning and end.
- If you have other members of the household at home during the day, communicate your schedule with them.
- As previously advised; keeping in line with government guidance try to leave your home once a day for daily exercise (as you normally would if you were in an office) – even if only for a walk around the block. Ensure you are practicing social distancing the whole time.

ESTABLISH BOUNDARIES



- Keep work hours for work and avoid doing personal admin or chores during this time.
- To help switch off at the end of the working day, try setting 'do not disturb' hours on your phone and turn off email notifications.
- Avoid the temptation to work in your pyjamas - get dressed and ready as if you were going out to a workplace.

CREATE A PRODUCTIVE ATMOSPHERE



- Create a clear and separate work space and make it an enjoyable place to be – small touches go a long way – a family photo, a house plant, a scented candle.
- Mess is distracting so try to tidy up before you start work and keep your space free of clutter.
- If you like some background noise and miss the buzz of an office, experiment with having the radio, music or a podcast on in the background.