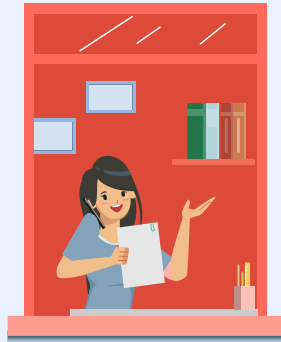


4 QUICK TIPS ON WORKING FROM HOME¹

TIP 1

Make home safe and productive



For employers

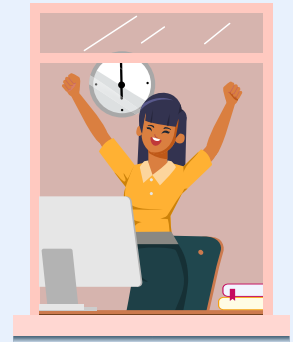
- Provide guidance on how to set up a conducive workspace at home

For employees

- Check for accident risks (e.g. no loose wires to avoid tripping)
- Make your work space ergonomically comfortable
- Sleep well, keep fit, eat healthy

TIP 2

Set boundaries



For employers

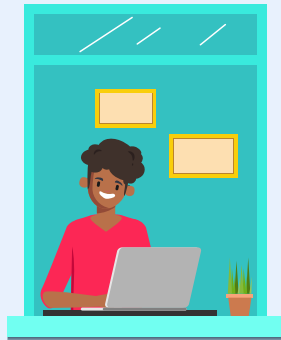
- Establish a work-life harmony policy to provide clarity on after-hours work communication

For employees

- Take lunch breaks and regular short breaks (e.g. move away from screen every hour, stretch breaks)
- Discuss work schedules that meet both work and personal needs with supervisor

TIP 3

Keep data secure



For employers

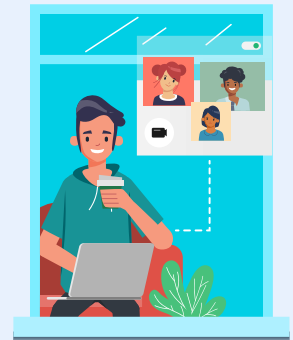
- Provide guidance and resources (e.g. equipment, training) to data security

For employees

- Abide by employer practices on data security

TIP 4

Stay connected



For employers

- Have regular check-ins
- Look out for employees who display excessive stress or burnout

For employees

- Stay connected with colleagues, including on non-work issues
- Explore available resources offered by your employer and the community to improve mental well-being
- Seek help if needed

¹Adapted from "Working from Home – Healthy sustainable working during the COVID-19 pandemic and beyond", the British Psychological Society.