

## Annex B

### QUICK TIPS ON WORKING FROM HOME<sup>1</sup>

	Employers	Employees
1. Make home safe & productive	<ul style="list-style-type: none"> <li>• Provide guidance on how to set up a conducive workspace at home</li> </ul>	<ul style="list-style-type: none"> <li>• Check for accident risks (e.g. no loose wires to avoid tripping)</li> <li>• Make your work space ergonomically comfortable</li> <li>• Sleep well, keep fit, eat healthy</li> </ul>
2. Set boundaries	<ul style="list-style-type: none"> <li>• Establish a work-life harmony policy to provide clarity on after-hours work communication.</li> </ul>	<ul style="list-style-type: none"> <li>• Take lunch breaks and regular short breaks (e.g. move away from screen every hour, stretch breaks)</li> <li>• Discuss work schedules that meet both work and personal needs with supervisor</li> </ul>
3. Keep data secure	<ul style="list-style-type: none"> <li>• Provide guidance and resources (e.g. equipment, training) to secure data</li> </ul>	<ul style="list-style-type: none"> <li>• Abide by employer practices on data security</li> </ul>
4. Stay connected	<ul style="list-style-type: none"> <li>• Have regular check-ins</li> <li>• Look out for employees who display excessive stress or burnout</li> </ul>	<ul style="list-style-type: none"> <li>• Stay connected with colleagues, including on non-work issues</li> <li>• Explore available resources offered by your employer and the community to improve mental well-being</li> <li>• Seek help if needed</li> </ul>

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