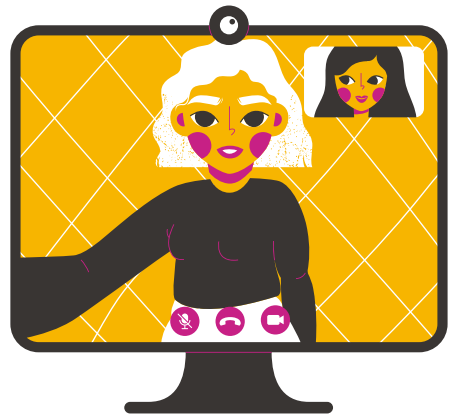


10 BEST PRACTICES FOR DIGITAL WORKPLACE WELLBEING

1 ALLOW SWITCH OFF

Set core hours employees need to be available. Encourage colleagues not to contact others outside these times.



2 LIMIT NON ESSENTIAL COMMS

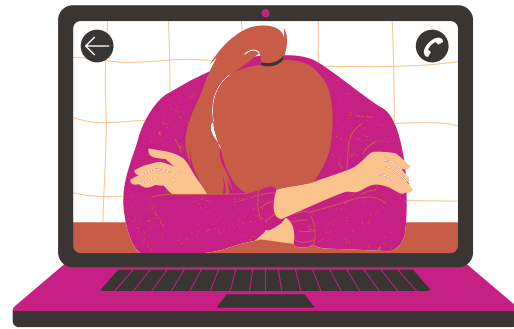
Employees spend 18% of their day on digital communications. Consider what's essential before sending.

3 MOVE CONVERSATIONS TO THE RIGHT PLATFORMS

Use the corporate intranet for top down comms and Microsoft Teams for collaboration.

4 AVOID MEETING FATIGUE

80% of employees would like one virtual-meeting free day a week.

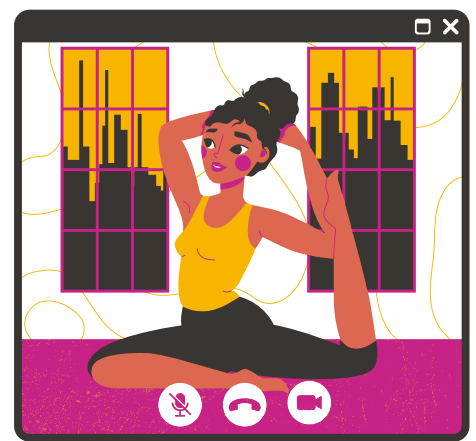


5 RESPECT COWORKERS STATUS

Digital tools like Microsoft Teams allow users to set when they are available, or busy. Encourage colleagues to check other availability.

6 INTEGRATE WELLBEING SESSIONS ON TEAMS

Organize regular coffee chats, mindfulness, meditation, or even yoga sessions.



7 ADD WELLBEING CONTENT TO THE INTRANET

Create an HR intranet page and populate with wellbeing information.

8 TRAIN EMPLOYEES TO USE DIGITAL TOOLS

Provide training, one-to-one sessions and nominate a digital workplace guru.

9 LIMIT OUT OF HOURS SCREEN TIME

Move to a hybrid model and use in office days for non-screen work tasks.



10 CREATE A DIGITAL WELLBEING WORKSPACE

Gathering these best practices and storing them on the company intranet.