

Wellbeing Guidelines

This guide provides essential tips for enhancing your wellbeing at work and home, promoting a healthy and balanced lifestyle.





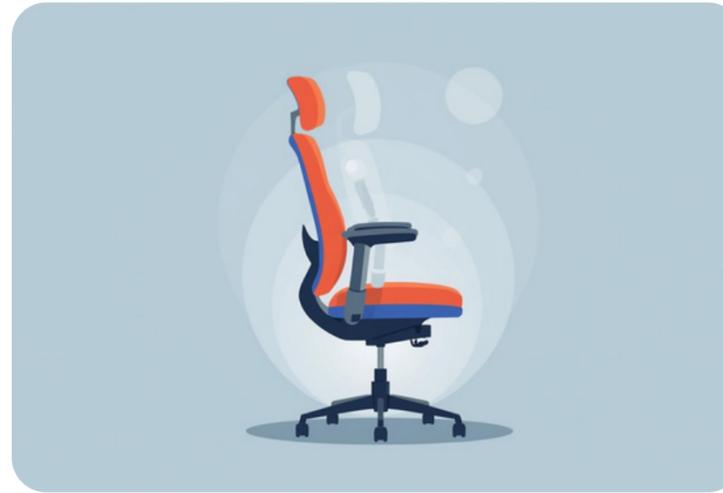
Introduction to Wellbeing

Prioritising employee **well-being** is essential for fostering a **healthier, happier workplace**. By creating a supportive environment that addresses physical, mental, and emotional health, organisations can empower employees to thrive both personally and professionally, enhancing overall productivity and satisfaction.



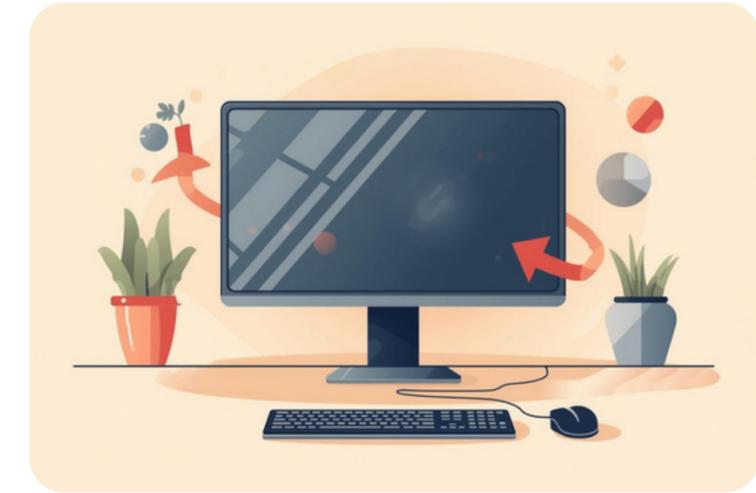
Desk Height

Ensure your desk height maintains proper arm positioning.



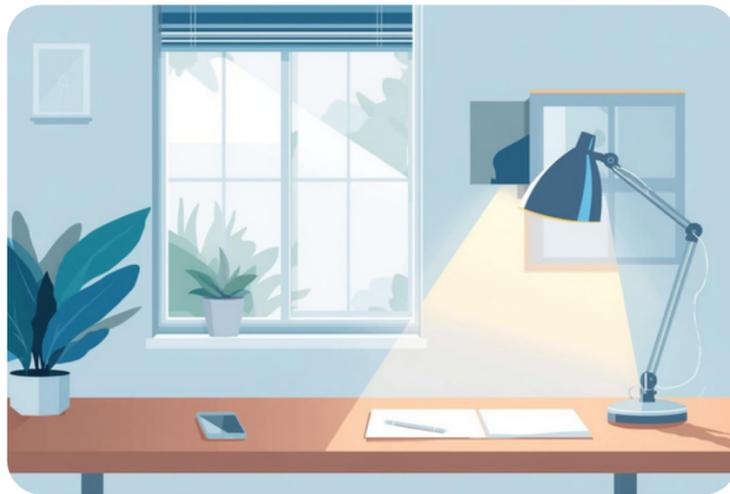
Chair Support

A supportive chair promotes comfort and encourages good posture.



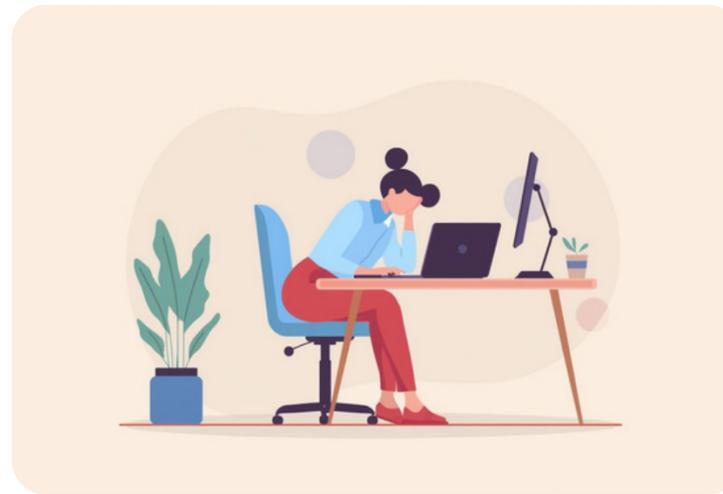
Monitor Placement

Position your monitor at eye level to reduce strain.



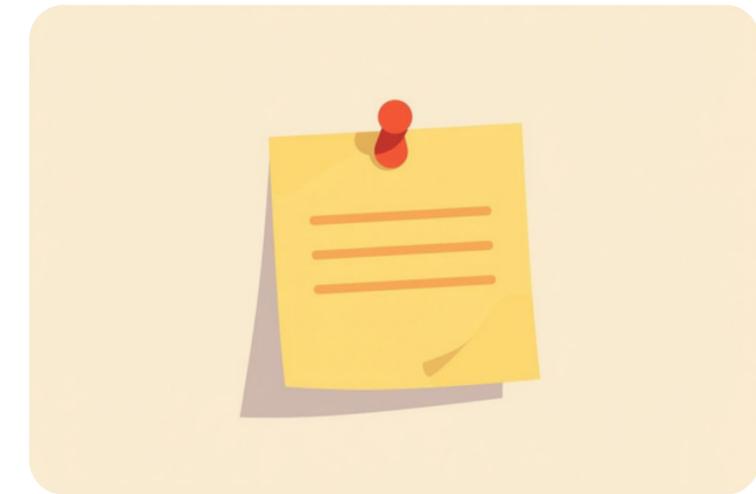
Proper Lighting

Use natural light and lamps to enhance your workspace.



Regular Breaks

Take breaks regularly to improve focus and productivity.



Posture Reminders

Maintain a straight posture to reduce back strain.



Time Blocking

Allocate specific times for focused work and family activities.



Flexible Routines

Adapt daily schedules to accommodate shifting family needs and tasks.



Dedicated Family Time

Prioritise quality moments with family for better connections.



Boundaries

Create distinct work and family zones for focus and harmony.



Communication

Foster open dialogue to navigate challenges together effectively.



Shared Activities

Engage in fun projects together to build stronger family bonds.



Stress Management

Practice techniques to reduce stress and enhance focus.



Mindfulness Breaks

Take short breaks to recharge and refocus your mind.



Positive Affirmations

Use uplifting phrases to boost your self-confidence daily.



Seeking Support

Connect with others to share experiences and gain insights.



Setting Boundaries

Establish limits to protect your time and well-being.



Healthy Coping

Engage in activities that promote relaxation and joy.



Explore Wellbeing Trainings

Your wellbeing matters, and we want to support you in every way possible. To help you build healthy habits and strengthen your emotional, physical, and mental resilience, we have curated a selection of trainings available on **(add the company's LMS name)**.

These courses cover topics such as stress management, mindfulness, physical health, emotional intelligence, and more. They are designed to give you practical tips and strategies that you can apply in your daily life.

Access some of these trainings/learning paths here:

- **Training One**
- **Training Two**
- **Training Three**
- **Training Four**
- **Training Five**