

## **1. Remote Work Health and Safety**

We are committed to supporting the health and safety of our employees working from home. To ensure a safe and productive work environment, we will:

- **Ergonomics and Workspace Setup:**
  - Employees are encouraged to set up their home workspaces with proper ergonomic considerations, such as adjusting desk height, using supportive chairs, and positioning screens at eye level. Guidance and resources will be provided on creating a safe and ergonomic home office.
- **Mental Health and Wellbeing:**
  - We are dedicated to supporting the mental health of our employees. We encourage open communication about mental health challenges and offer support through resources, stress management tools, and access to professional help if needed.
- **Regular Breaks and Physical Activity:**
  - Employees should take regular breaks throughout the day to avoid physical strain. We encourage employees to stand, stretch, or take short walks to reduce the risks associated with prolonged sitting.
- **Reporting Health and Safety Issues:**
  - Employees must report any safety concerns related to their home workspace or mental health challenges. All incidents will be taken seriously, and we will work together to address the concerns raised.

## **2. Health and Safety for Rented Office Spaces**

When using rented office space for meetings or training, we ensure that employees are informed of safety procedures and are supported in maintaining a safe environment. For each rented office space, we will:

- **Risk Assessments:**
  - A basic risk assessment will be carried out for each office space used to identify any potential hazards, such as electrical safety, trip hazards, or fire risks. Any identified risks will be mitigated as much as possible to ensure a safe working environment.
- **Emergency Procedures:**
  - Employees will be informed of emergency exits, fire safety procedures, and first aid arrangements in any rented office space. This information will be communicated at the start of each meeting or training session, or each time our room/location changes.

- **Accident Reporting:**

- In the event of an accident or injury during office meetings or training, employees should immediately report the incident. We will investigate and take necessary steps to prevent recurrence.

### **3. Responsibilities**

- **Employer Responsibilities:**

- We are responsible for providing a safe and healthy work environment and for ensuring that health and safety policies are followed. We will provide the necessary tools, resources, and guidance to support employees in maintaining a safe workspace, both remotely and in rented office spaces.

- **Employee Responsibilities:**

- Employees are expected to take reasonable care of their health, safety, and wellbeing. This includes maintaining a safe home workspace, adhering to safety guidelines during office meetings or training, and reporting any safety concerns or accidents promptly.

### **4. Training and Awareness**

- **Health and Safety Training:**

- Employees will receive basic training on health and safety practices, including setting up ergonomic workspaces, managing mental health, and following safety protocols in rented office spaces. Additional training will be provided as necessary.

- **Ongoing Support:**

- We will continue to monitor health and safety standards and provide employees with updates on best practices for both remote work and office use.

### **5. Continuous Improvement**

This policy will be reviewed regularly to ensure it remains effective and aligns with current health and safety regulations. We are committed to improving our approach to health and safety as our business evolves and as we continue to support the wellbeing of our employees.