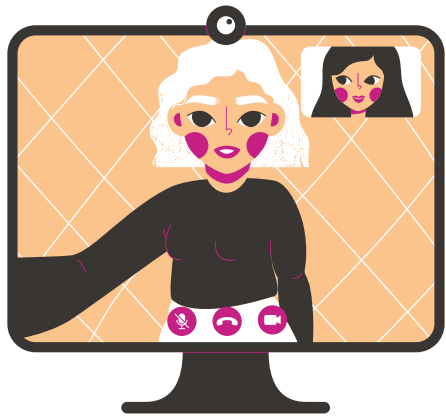


10 BEST PRACTICES FOR DIGITAL WORKPLACE WELLBEING

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

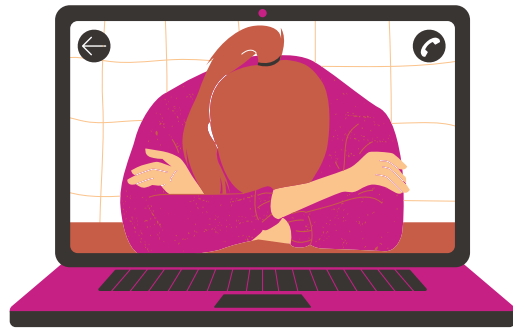
MOVE CONVERSATIONS TO THE RIGHT PLATFORMS

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

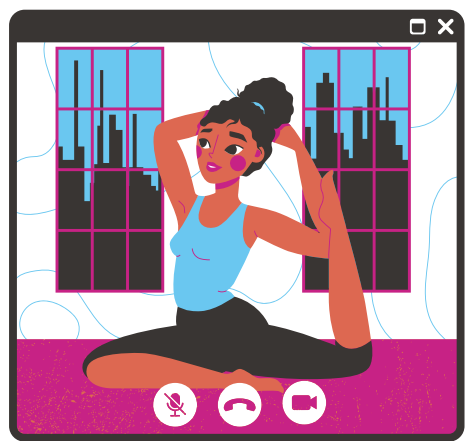
RESPECT COWORKERS STATUS

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.