



## Top Tips for Healthy Remote Working for Employers & Managers

- 1. Put safety first.** Ensure you are working from a safe space and conduct electronic risk assessments with your teams, to ensure the home workplace is suitable.
- 2. Know when to step away from your desk.** Be clear about when your working day begins and ends and take breaks to refresh. When work is over, be sure you switch off to avoid burnout. Cultivate healthy habits with yourself and your team by taking exercise and fresh air every day.
- 3. Minimise stress.** Set clear expectations about the way your employees should deliver and receive communications throughout the working day. This will help alleviate pressure and anxiety.
- 4. Have a daily virtual huddle.** This is essential for keeping connected and a means for line managers to check in on their team's physical and mental wellbeing, and discuss any additional support they need to fulfil their roles from home.
- 5. Foster relationships.** Make time for non-work chats as you would in the workplace and use video calling to maintain face-to-face contact.
- 6. Set expectations and trust your colleagues.** Be clear about mutual expectations and trust your colleagues to get on without micromanaging. Working relationships can deteriorate quickly and wellbeing suffer without trust.
- 7. Be kind.** Remote conversations can be misinterpreted as it's harder to read body language, tone of voice and other visual and audio cues. Stay mindful of this when delivering difficult messages or feedback. Challenging times call for greater sensitivity and kindness.
- 8. Offer support on mental health and wellbeing.** Remind staff of your employee assistance programme and how to access the service when working remotely