

**Great
Place
To
Work®**

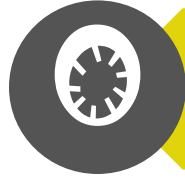
Tips & Best Practices

By Greater China

Work From Home



Start it Right



Office Home Balance



Hi Team



I Comply



Grow & Support



Have Fun

1. Start it Right

Maintain work efficiency level at home

Chair Adjustment

- Sit back in the chair, allowing the backrest to support the natural curvature of your spine.
- Adjust the seat height until your thighs are approximately parallel with the floor, and elbows are at a 90 to 100-degree angle when using the keyboard. Adjust the seat pan to ensure that there are a couple inches of space between the back of your knees and the seat edge.
- Allow ample clearance to move your knees and legs under the keyboard and desk. Avoid contact stress with the edge of the desk and keyboard.

Posture

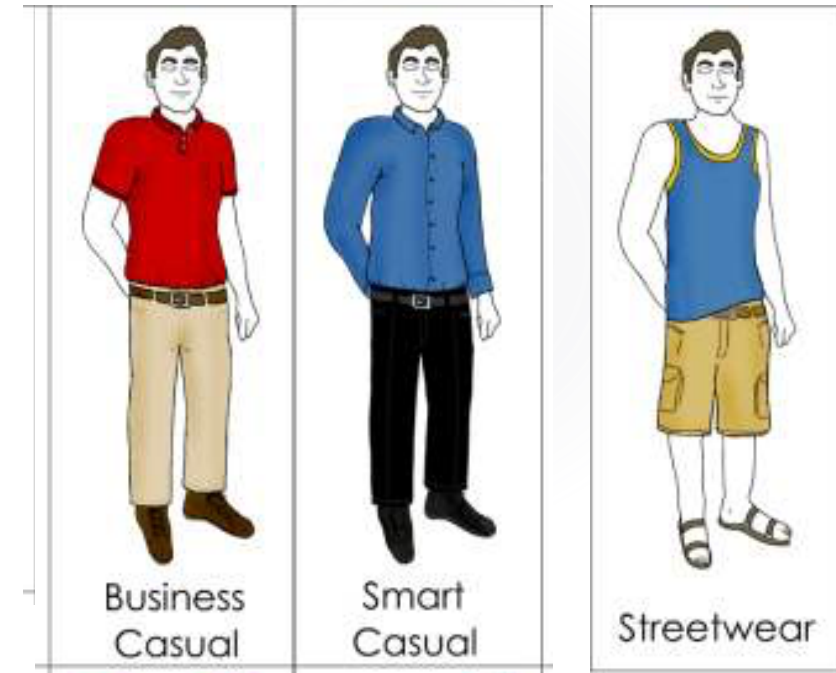
- Hips and knees are at a 90 to 100-degree angle.
- Feet are flat on the floor, or supported by a footrest.
- Head and neck are balanced and inline with the torso (ears directly above the shoulders).

Computer Placement

- If you have a separate monitor, place it directly in front of you about an arm's length away. Position the top of the monitor screen at eye level.
- Adjust the keyboard or chair height to keep forearms, wrists, and hands in a straight line. Place mouse near to and at the same height as your keyboard. Keep your elbows close to your body.
- If you have a laptop, place the keyboard of the laptop at forearm length with you elbows close to your body and pay attention to your posture.

Work Area and Lighting

- To reduce glare and shadows on your work surface:
 - Adjust window shades or decrease overhead lighting.
 - Add a task light to illuminate the work area.
- Get a headset if you regularly talk on the phone for extended periods.



Keep a sense of ritual

2. Home Office Balance

Work and care for the family in the same space

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BOB WORKS FROM HOME TO ESCAPE THE DISTRACTION OF OFFICE CHIT CHAT.



Try to align your hourly break with your family's.

Set the rules with your child(ren).

If possible, arrange a work only space.

3. Hi Team

Meeting, Learning and Gathering on the Cloud



Like you always do
in the office



Theme: my hometown's noodle is the BEST!

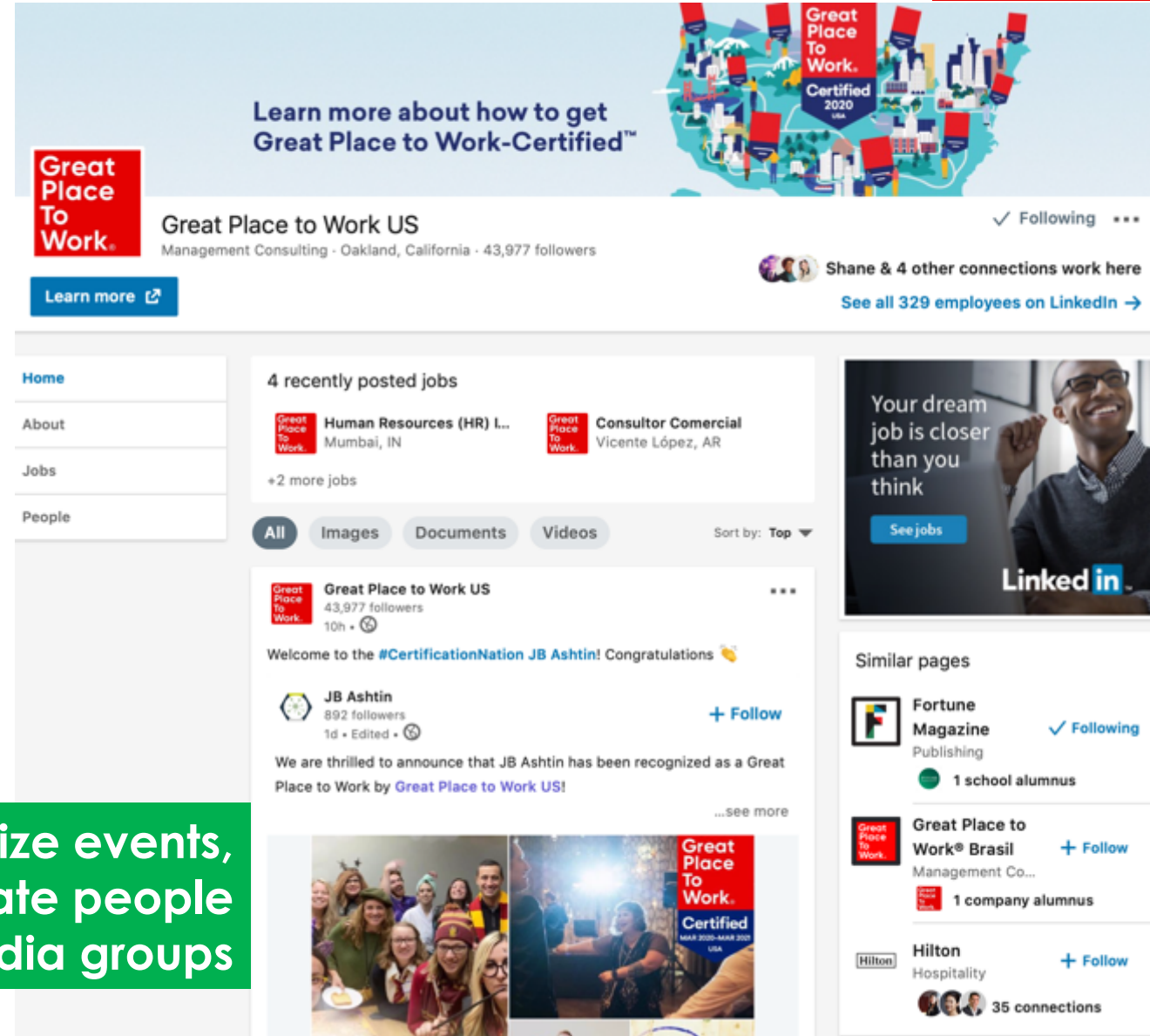
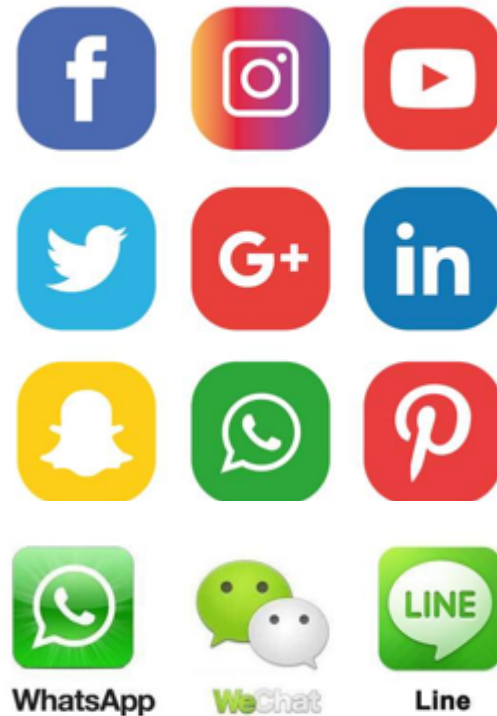
4. I Comply

Create and adhere a new and healthy normal



5. Grow & Support

Engage people



Maximize use of social medias, organize events, release employee news, celebrate people moments etc virtually in social media groups

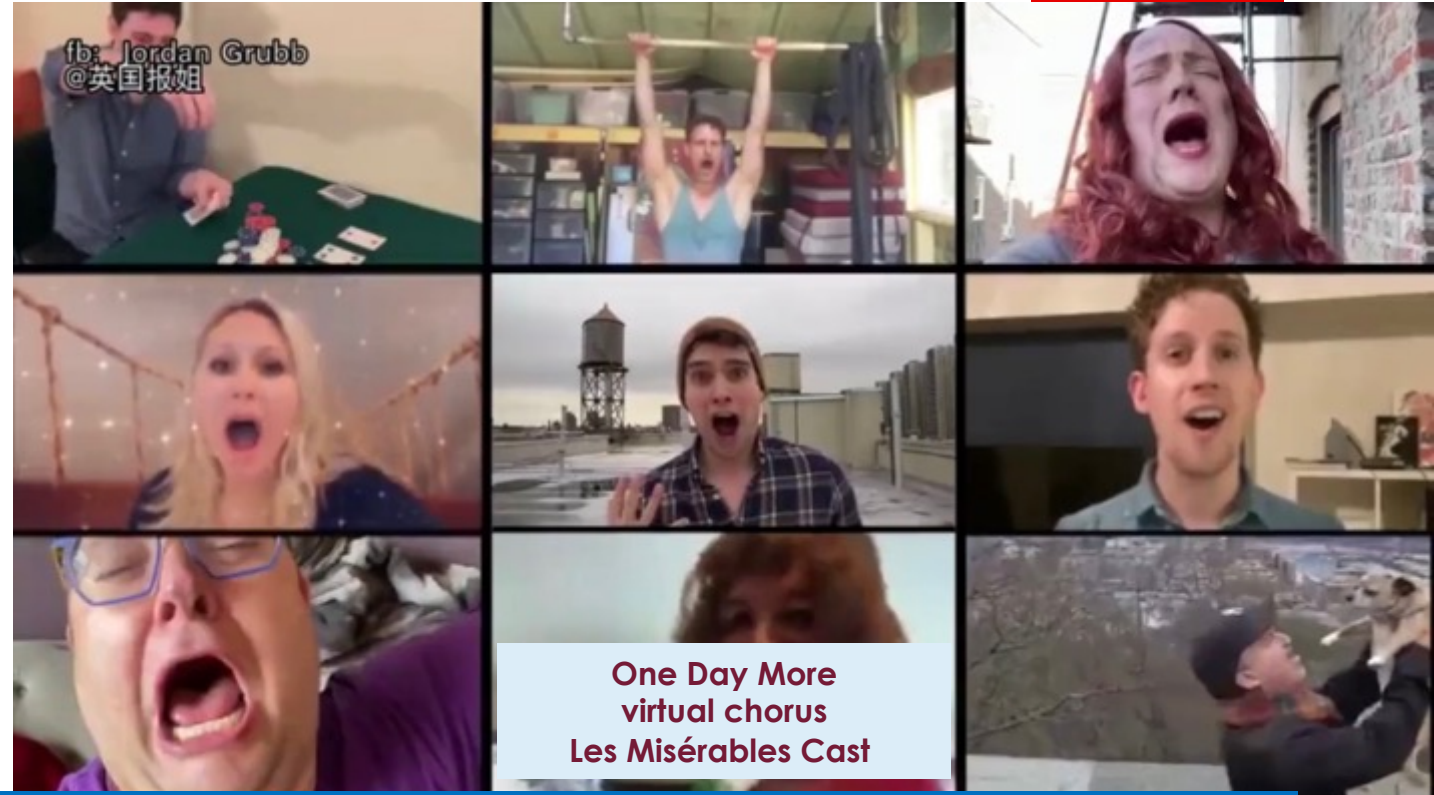
6. Have Fun

Make some laughter



How to Play

- Inspired by the [Getty Museum](#) and the [Metropolitan Museum of Art](#), recreate a scene from your favorite Hulu Original using items around your home!
- Post your photo and a one-liner in the comments section on this page. We want to know what inspired you and what it took to recreate.
- Hulgans will have the chance to upvote their favorite pictures. The comment with the most likes wins.
- Need inspiration for this week's contest? Check out how one Hulgans and her mom became The Act...



Design your own team game and have fun:

- 1) tennis team members isolated at home playing virtual tennis match and clipped in a video
- 2) Garage Clearing Campaign – show your team what you have found as the most amazing item in the garage, tell people its story