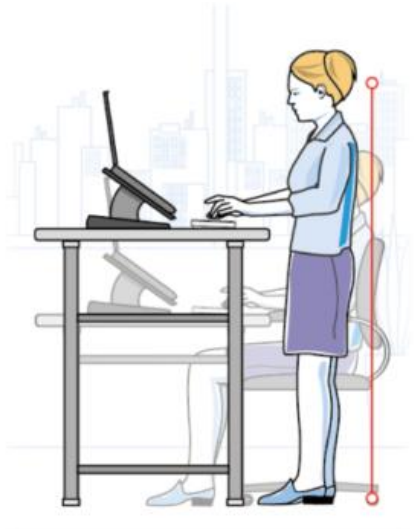


We recognize that not everyone has a home office or dedicated desk that they can use to set up their computer equipment correctly. So here are some simple steps you can take to help optimise your posture and improve your comfort when working at home.

1. Work at a desk or table with adequate knee/foot clearance so that you can sit/stand close to your laptop.
2. Use a **separate keyboard and mouse** with your laptop.
3. Position the keyboard and mouse directly in front of you within easy reach.
4. Position your laptop so that the top of the screen is level with your eye height. If you don't have a laptop riser, use a box file or some books to raise your laptop. Or plug in a separate monitor if you have one.
5. If sitting, use an adjustable chair. Use a rolled-up hand towel for extra lower back support, if needed. If your chair is too low, sit on a cushion to raise your seat height.
6. Maintain a good posture; if sitting, try to ensure that the small of your back is supported, your shoulders are relaxed (not slumped, not elevated), and that there is no unwelcome pressure on the back of your knees. If standing (e.g. at your kitchen worktop), keep your legs, torso, neck and head approximately in line and vertical – don't slouch, lean or twist to the side.



Don't sit or stand for too long – change your posture every few minutes and take regular micro-breaks away from your laptop.