

Title	Ergonomic Policy (Remote Team)
Department	Operations
Effective Date	6/2024
Review Date(s)	
Revision Date	

POLICY

The purpose of this Ergonomic Policy is to ensure the health, safety, and well-being of team members working remotely by promoting ergonomic best practices for their home office setups.

Remote team members are required to set up their home office in a manner that promotes ergonomic health and safety. Remote team members are responsible for ensuring that their workstations are ergonomically designed to reduce the risk of discomfort, injury, and musculoskeletal disorders.

GUIDELINES

1. Have a designated workspace that is separate from their living area and free from distractions.
2. Use an adjustable chair that provides proper lumbar support and promotes good posture.
3. Position the computer monitor at eye level to reduce strain on the neck and eyes.
4. Use a keyboard and mouse that are positioned at a comfortable height to prevent wrist strain.
5. Take breaks, when possible, to stretch and move around to prevent stiffness and promote circulation.



TRAINING

Training on ergonomic best practices and how to set up home office for optimal comfort and safety will be issued at start of hire and annually thereafter.

COMPLIANCE

Team members are required to comply with this Ergonomic Policy and implement the recommended ergonomic practices in their home office setup.

The company may periodically review and assess the ergonomic setups of remote workers to ensure compliance with the policy.

This Ergonomic Policy for Remote Workers will be reviewed periodically to ensure that it remains current and effective in promoting the health and well-being of the team.

By adhering to this policy, both Enchanted Fairies and remote team members can work together to create a safe, comfortable, and productive remote work environment that promotes overall well-being and performance.