

Your safety when working hybrid

We care about your safety - whether in our Theresie-premises when you're **working hybrid**. Especially for the latter, there are some points we would like to indicate.

In case of any specific questions in this context, please contact our [safety officers](#).

For physical and also psychological concerns, our [company doctor Dr. Luick](#) is available as your first point of contact.

Space requirements

- A separate room or a fixed area is best suited to separate private and work as well as possible. This "work space" should be suitable for video calls and quiet, focused work.
- Make sure there is adequate lighting. You should be able to see outside from your workspace. Set up your workstation/monitor so that you are not blinded by artificial light or sunlight. Warm white light is best in the evening.
- Make sure that the room temperature is comfortable for you (usually 20-22 degrees, max. 26 degrees) without drafts and try to reduce disturbing noise sources (e.g. by using noise-canceling headphones).
- Make sure that cables do not cause tripping hazards, and be sure to use suitable and undamaged cables.

Technical requirements

- You should have a fast and powerful internet connection at home and access to the server.
- You should have a large, low-reflection monitor (at least 17 inches).
- The viewing distance between your eyes and your screen should be 50-80 cm; characters should be black on a light background.
- The top of your screen should be at eye level, so you are looking slightly down at the center of your screen. Tilt your monitor as if you were reading

your favorite newspaper or magazine on the subway. This way you can relieve your eyes and neck.

- You use a separate mouse and a separate low-reflection keyboard.

Workspace

- Make sure that you have enough working space on your table (at least 80 x 60 cm) and legroom.
- Adjust your table so that your elbow joints are at a 90 degree angle. Table surface and armrests are at the same height.
- It is best to distribute your mouse, phone, pen and paper so that you use your whole body. Always take good care of your wrists and don't bend them. There are palm mouse pads or hand exercises for this purpose.
- Your chair should have 5 casters that are adapted to the floor covering and a movable backrest.
- If you don't have a movable backrest, you should change position more often. Stand or sit on the edge of your chair.
- Your arms should be at 90 degrees on your table or armrests.
- Your feet should be firmly planted on the floor and your knees should be at 90 degrees.

Work organization

- The work task must be suitable for hybrid working.
- Our trust-based working hours also apply to hybrid working. Discuss with your manager everything that is important for the organization of your working time in order to achieve the most balanced workload possible. Above all, remember to schedule regular rest breaks.

Ergonomics

- Hybrid working can result in less physical activity, as regular walks during breaks or visits to our TURNHALLE are no longer necessary.

- Therefore, it is all the more important to maintain a good sitting posture and to adjust the equipment of the computer workstation correctly.
- Make sure you change your sitting position as often as possible and take regular short breaks for exercise.

Communication

- We share all important information with you in the BUBBLE or via our Colleague Communication mailing list.
- Use the BUBBLE, our chat tools and regular video calls for regular exchange with your colleagues, interfaces and to share the current state of affairs.
- Despite the social distance, don't forget to stay in touch with your colleagues and plan regular Coffee Talks, Walk & Talks, or a digital lunch and get to know new or old colleagues through our Mystery Coffee Dates.