ABS Company is committed to promoting a safe and healthy working environment by encouraging proper ergonomic practices for all employees, whether working onsite or remotely. This Ergonomics Policy aims to minimize the risk of musculoskeletal disorders and repetitive strain injuries through correct workstation setup, posture, and regular movement breaks.

**Workstation Setup Guidelines**

To reduce physical strain and enhance comfort during work, employees should ensure their workstation is arranged according to the following best practices:

**Chair Adjustments:**

* Use an adjustable chair that supports the natural curve of the spine.
* Seat height should allow feet to rest flat on the floor or on a footrest, with thighs parallel to the ground.
* Armrests should support the forearms without elevating the shoulders.

**Desk Height:**

* The desk surface should be at a height where forearms are parallel to the floor when typing, typically about 25-30 inches (63-76 cm) from the floor.
* There should be sufficient clearance below the desk to comfortably position the legs without restriction.

**Monitor Placement:**

* Position the monitor directly in front of you at about an arm’s length away (20-28 inches).
* The top of the screen should be at or slightly below eye level to avoid neck strain.
* Use a monitor stand or adjustable arm if needed for proper height alignment.

**Keyboard and Mouse Positioning:**

* Keep the keyboard and mouse close enough to prevent reaching, allowing elbows to stay near the body.
* Maintain wrists in a neutral, flat position—not bent up, down, or sideways.
* Use ergonomic keyboards and mice where possible to support natural hand posture.

**Movement and Breaks**

Prolonged static postures increase the risk of discomfort and injury. Employees are encouraged to:

* Take short micro-breaks every 20-30 minutes—stand up, stretch, or change position.
* Perform simple stretches targeting wrists, neck, shoulders, and back.
* Incorporate walking or light activity during breaks or lunchtime to promote circulation.

For example, standing while attending phone calls or using a sit-stand desk can reduce sedentary strain.

**Ergonomics in Remote Work Environments**

Remote employees should apply the same ergonomic principles using available furniture and equipment. ABS Company recommends:

* Using adjustable chairs or cushions to replicate proper seating support.
* Setting up laptops with external keyboards and monitors, if possible, to maintain correct screen height and typing posture.
* Requesting ergonomic equipment from the Company, such as laptop stands or external peripherals, when needed.

**Employee Responsibilities**

* Regularly assess and adjust your workstation to maintain ergonomic standards.
* Report any discomfort, pain, or symptoms of strain to your manager or the Health & Safety team promptly.
* Participate in training sessions and utilize resources provided by ABS Company on ergonomic best practices.
* Comply with Company guidance to foster a culture of health, safety, and well-being.

**Employer Commitments**

* Provide ergonomic assessments and guidance for all workstation setups.
* Offer suitable equipment and tools to support employee health and comfort.
* Promote awareness of ergonomics and encourage adherence through training and resources.

By following this Ergonomics Policy, ABS Company employees can significantly reduce the risk of strain injuries, enhance productivity, and support long-term health regardless of their work location.

Picture of signature

Olivia Wilson

Manager