

# HON

[hon.com](http://hon.com)

## PERSONALIZED CARE

Three Tips For A Healthier Workstation

## FREEDOM OF CHOICE

You Are Now Free To Roam About The Office

## LOOSEN UP

Relieving Stress Never Felt So Good

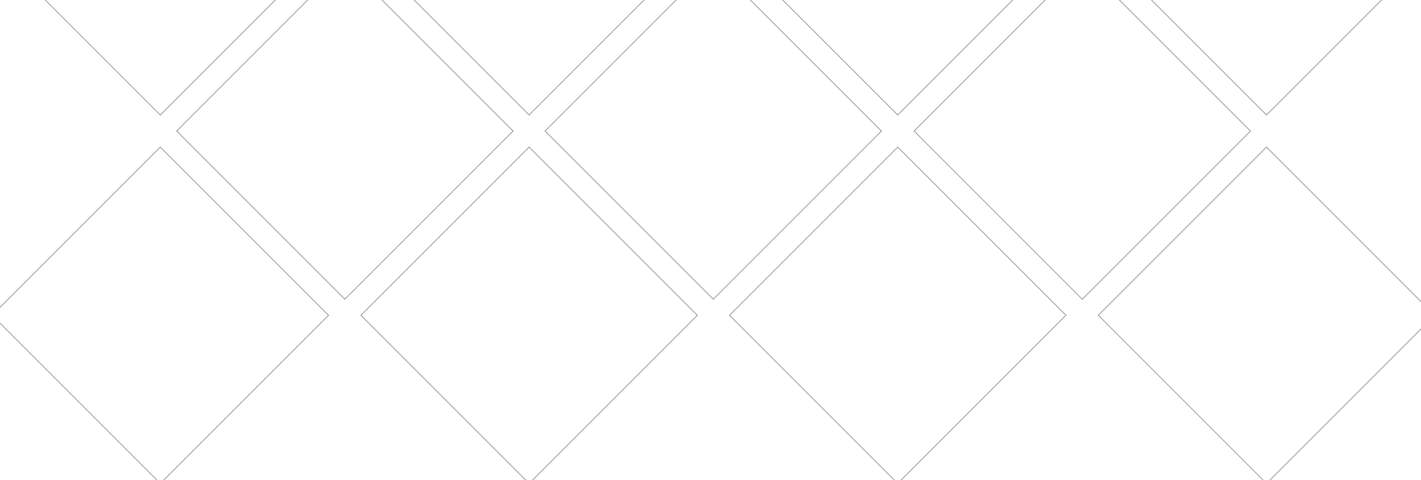
## SEATING

### ERGONOMICS 101

Discover Greener Postures

# BUILDING A CULTURE OF WELL-BEING





# Work Smarter. Live Healthier.

Everyone knows that a healthier workforce can lower healthcare costs and time lost due to illness. But wellness is more than a bottom line issue. It starts with an unwavering commitment from everyone to make work productive without being painful. Creating a culture centered around well-being requires more than an investment in a good chair. It takes a multifaceted approach that includes investing in ergonomic workplace tools, allowing people to move freely throughout the office, and embracing a creative and collaborative mindset. If you want to install a healthier, happier work culture, just keep moving, keep improving, and keep reading.

---

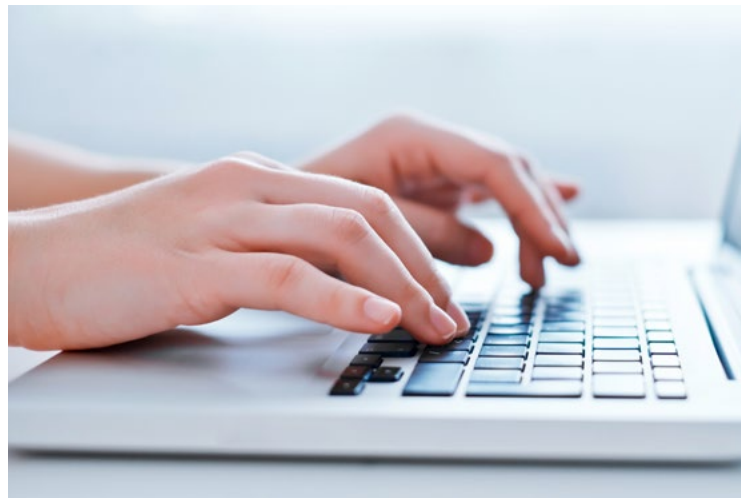
## Contents

<b>PERSONALIZED CARE</b>	<b>4</b>
Three Tips For A Healthier Workstation	
<b>FREEDOM OF CHOICE</b>	<b>6</b>
You Are Now Free To Roam About The Office	
<b>EXPERT ADVICE</b>	<b>8</b>
An Interview with the HNI Ergonomics Manager	
<b>LOOSEN UP</b>	<b>10</b>
Relieving Stress Never Felt So Good	
<b>SEATING ERGONOMICS 101</b>	<b>12</b>
Discover Greener Postures	
<b>TAKING THE LEAD</b>	<b>14</b>
Positive Change Starts From Within	

---











# PERSONALIZED CARE

## Three Tips For A Healthier Workstation

You've got a comfy, ergonomic chair. A big work surface to spread out your work. Storage that keeps everything within reach. But there are several workstation "extras" that shouldn't become afterthoughts, because they can support productivity and increase ergonomics and comfort.



### Monitor Arms

Laptops have created a lot of freedom, but they've also given us hunching, slouching and squinting. Flat screen monitors on raised arms not only improve your posture and reduce eye strain, they free up work space.



### Articulating Keyboard

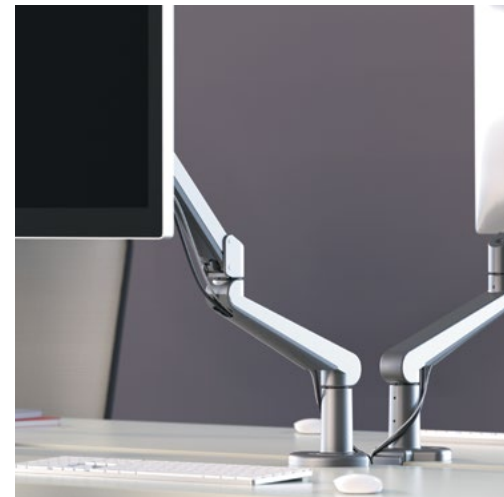
Keep your keyboard positioned correctly and keep carpal tunnel syndrome at bay. An articulating keyboard promotes a healthy posture for your shoulders, arms, and wrists. Better yet, it doesn't take up valuable space on the desktop.





### Task Lighting

Harsh lighting can be really tough on your vision, so are your eyes up to the task? Adding a task light to your workstation allows you to better control your lighting at different times of the day. Whether using a built-in under cabinet LED light or a freestanding table lamp, task lighting will illuminate more possibilities.



*Try an articulating keyboard tray*





# FREEDOM OF CHOICE

You Are Now Free To Roam  
About The Office

The sit-to-stand revolution is well underway, but although everyone is becoming aware of the benefits of standing at a workstation, that change in work style merely scratches the surface when it comes to workplace wellness. Encouraging movement throughout the entire office is the ultimate goal for today's businesses, because it allows everyone to work in the way that best suits them.





### How Breaks Increase Productivity

Taking short breaks throughout the day is not for slackers, it's actually a proven way to increase productivity when you're fatigued at your desk. Getting up and moving around stretches the leg and back muscles, but the change of scenery is also beneficial for your mental outlook and creative problem solving. Setting up break rooms and common areas with refreshments and comfortable short-term seating is a great way to get people to refuel, relax and refocus on the task at hand.

### Making 3<sup>rd</sup> Spaces A 1<sup>st</sup> Priority

There used to be two places to get work done—the desk and spaces outside of the office. However, “third spaces” are any place in the work environment that allows people to meet, relax, focus and get work done. From cafés to lounges and even reception areas, workers are increasingly using third spaces to come together for quick collaboration and find focus away from the desk. This constant movement gives everyone the ability to sit the way they want, work the way they feel most comfortable, and move constantly.



1. Take a break to stretch and refocus
2. Switch up your scenery
3. Meet at a 3<sup>rd</sup> space



#### Profile

Dr. Lauren Gant, PhD,  
CPE, WELL AP

**Education:** University of Iowa

#### Bio:

Dr. Lauren Gant heads the Ergonomics Group at HNI. Lauren's background in biomedical engineering allows her to apply human factors and ergonomics principles to office furniture design. Lauren has taught university engineering and ergonomics courses and has conducted extensive ergonomics research. She is a member of the Human Factors and Ergonomics Society, and is an Associate Ergonomics Professional, granted by the Board of Certification in Professional Ergonomics.



# EXPERT ADVICE

## An Interview with the HNI Ergonomics Manager

**Q. How has movement in the workplace improved ergonomics?**

**A.** Moving around makes people healthier and happier in their environment. For many office workers, there are few physical demands on them, and the majority of work can be done from the comfort of an office chair. This prolonged sitting isn't good for the body, so mixing in lounge seating and standing height work surfaces is a healthier approach. We like to say that the next posture is the best posture.

**Q. Do you have tips for companies exploring a workplace wellness strategy?**

**A.** The first step is always to make sure you're adhering to safety compliance regulations. From there, you want to evaluate the culture from the ground up to discover opportunities for enhancing wellness. This could be as simple as removing the barriers to exercise, by allowing employees to work out on site or creating flexible schedules that allow people to work out when it's most convenient. From a mental health standpoint, companies should have initiatives in place to support mental health. This means everything from being able to make a phone call in private to seeking professional therapy.





**Q. What office furniture advancements have positively affected workplace well-being?**

**A.** Height-adjustable work surfaces are a great step, but they aren't a solution that works for everyone. The wide variety of personal wellness goals can only be satisfied by a variety of products. I think creating a work environment in which people can roam around and find their own comfortable spot is critical. Lounge collections go a long way toward establishing a workplace setting that supports a users freedom of choice over where and how they work.

**Q. What would you recommend each user do to improve their workplace well-being?**

**A.** A lot of people don't take ownership of their work environment or the products they use. Everyone should take time to learn how to adjust their chair, raise and lower their work surface, and understand proper postures that will support a healthier work style. Workers should also be their own advocates when considering wellness initiatives and work with their employers to come up with a solution.



*Lounge seating can be a great alternate spot for working*





# LOOSEN UP

## Relieving Stress Never Felt So Good

The daily grind can create some lifelong health problems. The following issues are commonly experienced by a wide variety of workers, but fortunately there are easy and innovative product solutions to help mitigate ergonomic concerns.

### Wrist and Hand Discomfort

Awkward hand posture when typing can contribute to discomfort in the wrists and hands, including tendon inflammation, restricted blood flow, and pain or numbness. To achieve proper typing position, maintain a straight, flat wrist posture, with your arms near your sides and a relaxed posture. If proper wrist posture cannot be achieved with standard desk and a properly adjusted task chairs, there are two ways to achieve that posture:

- 1** Adjust keyboard tray to properly position the height and angle
- 2** Elevate the seat to allow the keyboard to sit on the desk and use a footrest to support your feet



### Shoulder Stress

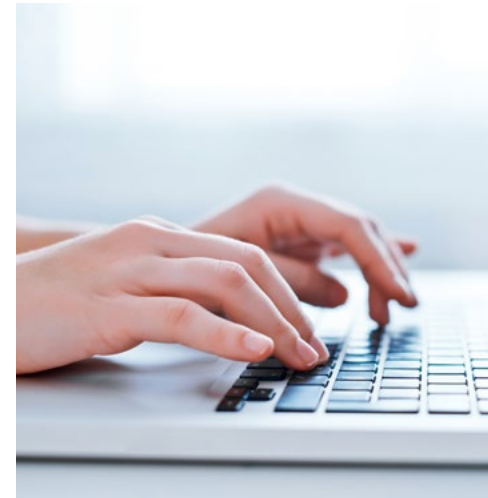
How many of us constantly exhibit proper posture? Hunching your shoulders and craning your neck creates shoulder muscle fatigue or pain. The solution, however, is simple. Adjust your chair arm rests to a spot where the shoulders are relaxed and the upper arms are close to your body. A desktop monitor can also minimize shoulder stress by promoting a neutral neck posture.

### Neck Strain

During work, your shoulders should always be relaxed. Easier said than done, right? Just remember, your neck should always remain in alignment with your spine, so if you are tilting your head or craning your neck, use a monitor arm to move your computer screen to a position that brings your neck back into alignment.

### Leg Discomfort

Sitting for long durations just isn't good for your body, period. Pain in the thighs and butt are usually the result of an improper positioning of the seat height and depth. Setting those to best fit your lower body will increase blood supply and allow for easy movement. Short breaks from the desk throughout the day are the best solution, but for those tied to their workstations for the majority of the day, a sit-to-stand work surface can make a considerable difference.







# SEATING ERGONOMICS 101

## Discover Greener Postures

How are you sitting? Have you ever given thought to that? Leaning back in an office chair doesn't seem like an activity that can be physically harmful, but studies are showing that sitting all day is one of the worst things you can do. We've included some helpful tips for getting the most out of your high performance chair. First, find the right chair for your type of work. Then get to know where the controls are and how to use them. Once you've done that, you can start fine tuning your support by taking advantage of the customizable comfort found in the following features.



### Raising The 'Bar

Lower back pain is the most common complaint office workers have. Luckily, it's a pretty easy fix. By manually adjusting a lumbar support or headrest, you can make your chair fit your body like a glove and provide support right where it's needed.

### Under Pressure

Pins and needles are no laughing matter. When your legs go to sleep, it means your body's pressure isn't being evenly distributed on the seat. Chairs with curved seats and adjustable seat depth can minimize fatigue and reduce pressure points.

### Be A Control Freak

HON task chairs have tons of bells and whistles that can be tweaked to create a tailored fit. An advanced tilt control provides support and prevents that awkward feeling of free-falling. Ratchet up or down the tension, and the comfort.

### Take An Active Interest

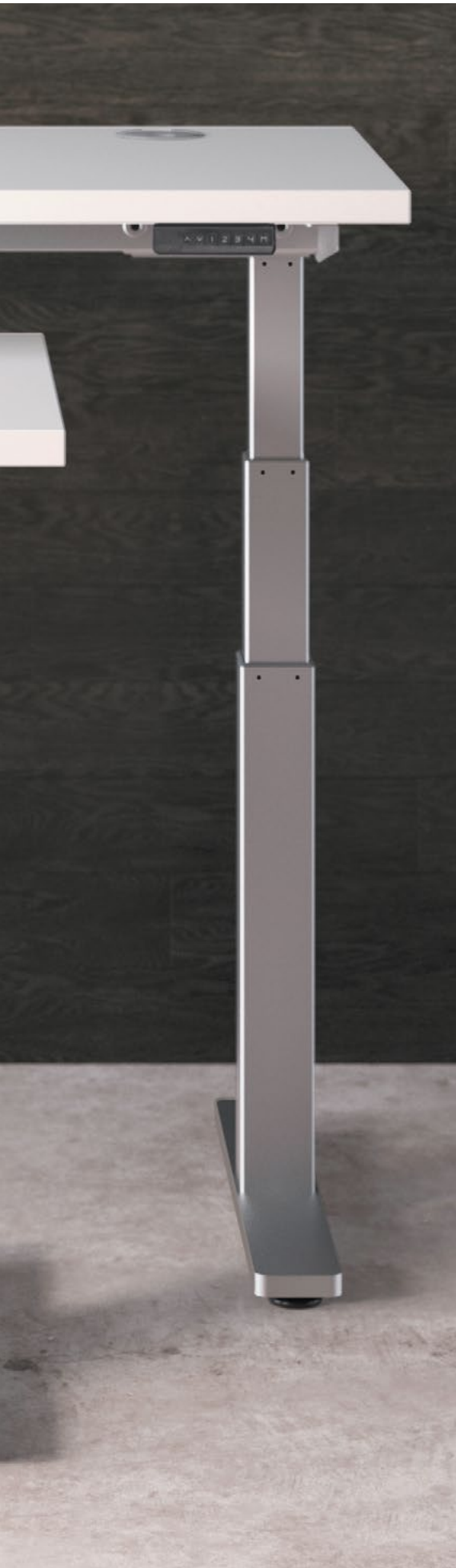
As children, we were all told to sit still, but that's terrible advice. Changing postures, reclining, and fidgeting all work to keep your muscles engaged and prevent fatigue. Whether you want to roll around, spin around or just lounge around, constant movement throughout the day is the best way to avoid a trip to the chiropractor.



*Raise or lower  
adjustable arms*

*Don't be afraid to  
use the levers*

Find out how to adjust  
your furniture so it fits you.



# TAKING THE LEAD

## Positive Change Starts From Within

HON believes that creating a better work environment begins at home. Let's take a look at what HON employees love about their space and the way HON allows them to approach their work day.

**Q.** When away from your desk, where is your favorite place in the office to work?

**A.** I love our commons. It's a great place to refocus while switching up the environment, and it's a perfect spot for teamwork and collaboration.

-Kaitlyn, Solutions Account Assistant

I enjoy spending time in the commons. It allows me to focus in and get work done while still feeling as though I'm part of a group.

-Sarah, Solutions Account Assistant

**Q.** How did you personalize your workstation to support a healthier work style?

**A.** I have a height adjustable table for my desk and a dual monitor arm.

-Jacey, Business Development Manager

I have paper management at my desk to help with filing away papers and not cluttering my desk.

-Tim, Solutions Account Associate



*Move monitors where you need them*



**Q. How does HON support work/life balance with your work schedule to relieve stress?**

**A.** We're encouraged to exercise during lunch and get up and move freely to a variety of work settings to relax, refuel and refocus.

-Trent, Solutions Account Assistant

Recording sales calls help me to prioritize when I listen versus incorporating a specific time slot into my schedule. It's a good way to get in a walk. I'll go back after I listen to it to write down anything I need to be sure to remember the specifics. With technology, it's easy to take notes on my phone.

-Lindsey, Business Development Manager

**Q. What amenities does HON offer that support workplace well-being?**

**A.** HON offers fitness classes for members after work. They also pay for a portion of our gym membership so we can live a healthy lifestyle.

-Tim, Solutions Account Associate

Having the home office allocation is a huge help when working remotely. The tools HON provides such as dual monitor screens helps me work more efficiently and ergonomically.

-Jacey, Business Development Manager

**Q. What types of activities does your team do to relieve stress?**

**A.** Being in the field and working remotely can be difficult to share ideas. It's critical to stay connected with members in and out of your market to feel like you are informed, aligned and part of the team.

-Jacey, Business Development Manager

Food days are a great stress reliever! Everyone brings a snack food and sets it at the table throughout the day. We like to find reasons to celebrate an occasion with great food.

-Kaitlyn, Solutions Account Assistant





The HON Company  
200 Oak Street Muscatine, IA 52761

© 2018 The HON Company, Form No. H5232 (1/18)  
To view the registered and unregistered trademarks owned and used by  
The HON Company, visit [hon.com/protected-marks](http://hon.com/protected-marks). Models, upholstery  
and finishes are subject to change without notice.

