

posturite.co.uk



# HYBRID WORKING

SERVICE BROCHURE



A modern office environment with people working at desks, bookshelves, and large windows. The scene is bright and airy, with natural light coming from the windows. There are several people working at desks, some using computers. Bookshelves filled with books are visible in the background. The overall atmosphere is professional and collaborative.

# Contents

Introduction to Hybrid Working .....	<b>03</b>
How Can We Help? .....	<b>06</b>
Ergonomic Products .....	<b>08</b>
How to Purchase .....	<b>10</b>
Delivery .....	<b>12</b>
DSE and Vehicle Assessments .....	<b>14</b>
Disability Enablement .....	<b>16</b>
Training .....	<b>19</b>
Managed Service .....	<b>24</b>
Projects .....	<b>27</b>
Clean Air .....	<b>30</b>
Environmental Approach .....	<b>33</b>





## Introduction to hybrid working

Posturite is a market-leading workplace health, wellbeing, and ergonomics company. Today we are a truly nationwide team, helping thousands of clients throughout the UK and beyond.

Posturite's goal has remained the same throughout our 30+ year history: to improve health, wellbeing, and productivity at work.

Supported by technological advancement and thorough exploration into new ways of working – Posturite have, for over a decade, worked closely with our clients to develop flexible working policies and procedures.

Commonly, the goal of these were to provide staff with choices relating to their working routine and environments, allowing a range of work/life benefits, and maximizing pre-existing company space.

These policies have gone by many names; Agile Working, Flexible Working, Smart Working, etc. Following a large amount of media coverage in recent times, the term “Hybrid Working” has been adopted as the common term.

Hybrid working is a flexible alternative to traditional office life, accelerated by the mass move to homeworking during the COVID-19 pandemic. It can offer employees the ability to select the most suitable working environment to carry out their tasks.

Hybrid working will look different for everyone at different times, and will depend on the needs of the company, each individual, and the demands of their role.

**Let's help our teams stay connected, engaged and healthy.**

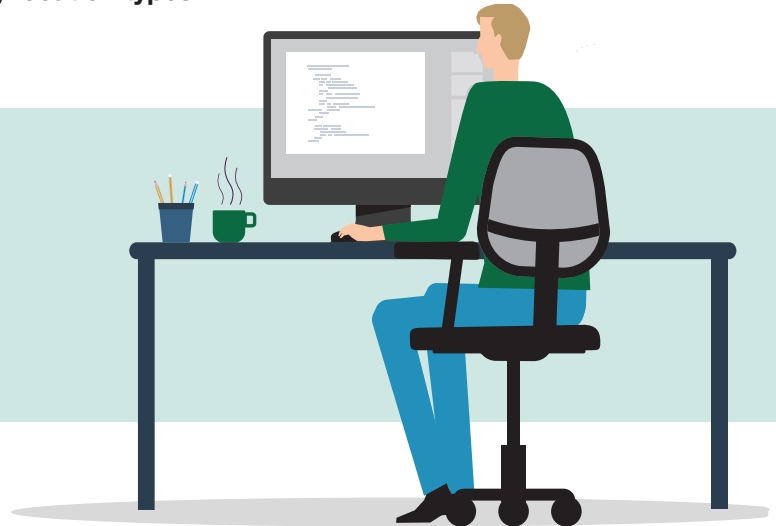
## Hybrid working locations

Hybrid working gives employees the flexibility to switch between working environments.

Each location offers its own unique benefits and limitations to productivity and wellbeing. The key is that the most appropriate working space is used for the task.

**Posturite categorise these into 3 primary location types.**

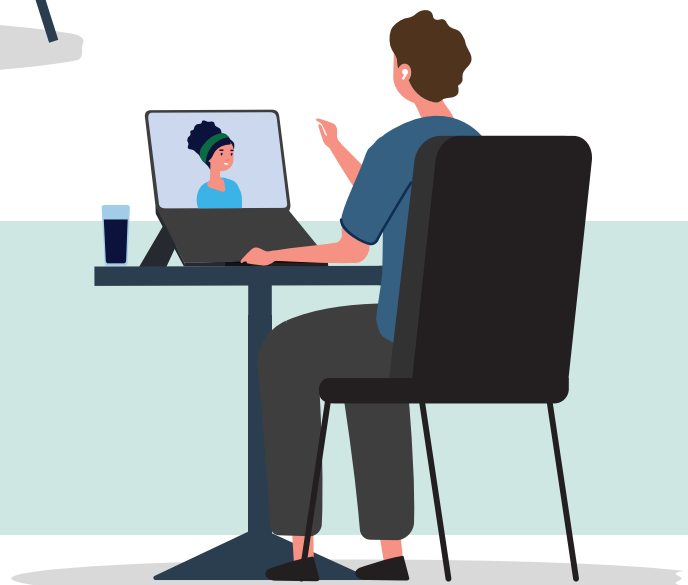
### Office



### Home



### On the go



## Hybrid working profiles

As hybrid working will be different for all companies, a useful exercise may be to group employees together under a profile as a starting point for providing relevant support for the way they work.

Profiling staff based on their working habits can assist employers in providing appropriate support and ensure relevant training is made available.

**Posturite have narrowed these profiles into three:**

### Predominantly Office

Employees who mainly work in an office, at either a fixed or multi-user workstation.



### Hybrid

Time is split between office, home, and remote locations. Office visits are typically for collaborative or site-specific tasks.



### Predominantly Home

Employees who mainly work at home.



## How can Posturite help?

The world of work is always changing – no more so than in recent months - but we don't just react to change in the market: we create it by listening to and understanding our client's requirements, embracing new research, and investing in innovation.

Our vision has been to create environments and processes that promote productivity, health, and wellbeing at work - holistically.



**30+ years of  
success**



**World's best  
ergonomic products**



**Serving both people  
and businesses**



**Expert help at the  
touch of a button**



**Rated excellent by  
verified customers**



**Specialists in hybrid  
working**

### Local account managers and assessors to help problem solve

Our nationwide network of account managers and assessors are fully equipped to help advise, support, and problem solve - working closely with you to ensure that your needs are kept at the heart of our service delivery.

If you are unsure of who your local account manager is, please utilise our convenient "Locate an account manager" tool on our website.

[www.posturite.co.uk/customer-services/account-manager](http://www.posturite.co.uk/customer-services/account-manager)

You can also contact our team of DSE (Display Screen Equipment) trained assessors here: [DSEAdvice@posturite.co.uk](mailto:DSEAdvice@posturite.co.uk)

### Online Resources

At Posturite, we want to spread information about healthy working habits. For this reason, we've created a collection of resources, these include:

- Webinars
- Infographics
- Advice Sheets
- Learning Guides
- Blogs

You can find them here:

[www.posturite.co.uk/help-advice](http://www.posturite.co.uk/help-advice)

Do share the useful tips with colleagues!



DSE and Vehicle  
Assessments



Ergonomic  
Products



Emergency  
Products



Projects



Disability  
Enablement



Managed  
Service



Consultancy



Training





# Ergonomic Products



We work hard to find and supply solutions that really do improve people's lives by boosting:



**Comfort**



**Performance**



**Satisfaction**

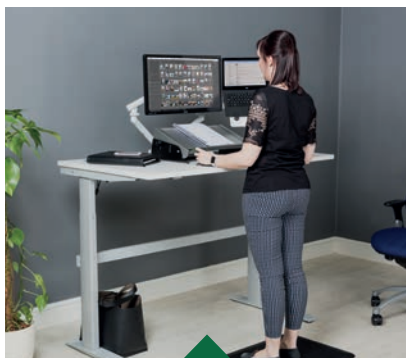


**Health, Safety, and  
Environmental Compliance**

We design and supply a huge range of high quality ergonomic products for home and work use, from ergonomic chairs and sit-stand desks, to laptop stands and document holders.



**Ergonomic chairs**



**Sit-stand desks**



**Sit-stand platforms**



**Ergonomic mice**



**Ergonomic keyboards**



**Desktop accessories**



**Mobile device accessories**



**Posture supports**



**Monitor arms**



## How to purchase

Having flexibility around how to order equipment from Posturite has proved vital for clients adjusting to the demands of implementing a hybrid strategy.

The below options will allow your staff to access centrally approved pricing and agreed service levels via a procurement channel that fits your company objectives.



### Corporate discount code

**Are you providing your staff with a budget to purchase their own equipment? If so, this is the option for you.**

A discount/coupon code can be set up with your account manager so your staff still benefit from a corporate discount. The discount code can work across our standard website or you can limit the number of options you give your staff and we will build a bespoke landing page for your staff to choose from so you can control what they can purchase – the options can be chosen to fit into the budget you provide your staff.



### Tailored digital order form

**Is your business funding the equipment for your staff? If so, then an order form is a good option.**

Each form is unique. The range of products you want to include on the form is agreed with your account manager and then we set up a simple link for you to send out to your staff to fill in. Blanket or individual PO's can be captured as can other unique identifiers such as cost codes.



## Online account

**Creating an account for your staff to sign into our website and either pay by card or by purchase order.** Signing into the website applies your corporate rates. This option is suitable if you have a small team procuring on behalf of your homeworkers.



## Microsite

Similar principle to the order form – the company is procuring the equipment for their staff. A microsite is a customised version of the Posturite website so you can control which products they see and also the checkout experience, so how they pay. This is a more complex set up than the order form and would be used for clients who want to offer a bespoke list of products that is relatively extensive and the volume in orders is likely to be high.



## eProcurement systems

### Punch-Out catalogues

**Do you use a procurement system such as Ariba or Coupa? If so, our microsites can be integrated with your procurement system to create a seamless ordering experience for your staff.**

You have flexibility over the products you make available to your staff. All the checkout and authorisation pathways of ordering happen within your existing procurement system. Ask us for more information and the set up fees and we'll be happy to help.

### Static catalogues

**Do you use a procurement system but you don't think the volume of ordering will be high enough to justify the set up charges of a Punch-Out catalogue?** Then Posturite can provide a catalogue of items that can be uploaded onto your procurement system.





## Our delivery options



### Standard courier

#### Self-assembly and set up

Happy to assemble and set up your chair or desk yourself?

Our courier option delivers your chair or desk to a ground floor entrance in a location of your choice. You'll receive an email when your order has been dispatched.

You will also be provided with an introductory pamphlet with access to our online help hub, where you'll find how-to video assembly guides and advice to get you comfortably positioned - as well as Live Chat and a support number to speak to our DSE team.



### Delivery, installation, set up and support

Our white glove delivery partners will have you comfortably set up and familiarised with your products at the time of delivery. They'll also take away the packaging and, if you selected the option, remove your old furniture for recycling.

You'll be provided with an introductory pamphlet to help you get comfortably positioned at your workstation, and you'll have access to videos and advice sheets on our online help hub - as well as a support number to speak to our DSE team.

## What to expect with our full delivery, installation and set up service

With our full delivery, installation and set up service, we will:



**Assemble and set up** your products at the time of delivery, with instructions on use



Offer immediate **support** and **expertise** from trained technicians



Provide **back up support** from online videos, live chat and phone support

We will also be minimising our impact on the environment by:



**Removing and recycling** packaging as standard



Reducing our **carbon footprint** with fewer visits



**Recycling** your old chairs and desks as an option



### Multi-unit delivery

Posturite operates on the philosophy of 1 or 1000. Whether you require delivery of a single item for a member of staff or a multi-unit delivery to a single or several locations, Posturite will ensure the most appropriate method is selected. For multi-unit deliveries, your designated account manager will arrange a Delivery and Installation Plan call or meeting prior to dispatch to ensure all relevant factors are considered.



# DSE and Vehicle Assessments





## DSE and Vehicle Assessments

Our UK-wide network of experienced assessors can deliver a range of workstation assessments - whether it's to provide assistance to an individual who requires some additional support at home or in the office or to risk assess a workstation to ensure display screen equipment (DSE) regulations are met. We provide a range of DSE assessments and consultations to fulfil different needs some available remotely and some face- to-face. All findings are returned within reports that are delivered via our secure assessment portal set up.

### Remote DSE Workstation Assessment

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Our trained DSE assessors can carry out a problem-solving consultation over the phone or video call. Based on photographs, measurements collected by the user and information given during the telephone call, our assessor will be able to make product and positioning recommendations to help solve the user's issues.

### Onsite DSE Workstation Assessment

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Our fastest, simplest workstation assessment will identify set-up problems to help improve the comfort of users with musculoskeletal complaints.

### Onsite Specialist Computer Workstation Assessment

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Undertaken by either a medical professional with in-depth knowledge of musculoskeletal issues and ergonomics training, or a qualified Ergonomist with specialist knowledge in workstation issues.

### Onsite DSE Compliant Workstation Assessment

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We'll let you know whether your DSE workstations meet the legal requirements laid out in The Health and Safety (Display Screen Equipment) Regulations 1992. Following the assessment, a completed DSE assessment form highlighting any areas of concern and providing recommendations will be submitted.

## Vehicle Assessments

### Driver Set-Up Review

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This is for staff who have to drive for work. An assessment is carried out of the stationary car to make improvements to positioning and comfort.

### Driver Comfort Assessment

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This level of assessment aims to deal with more complicated cases requiring more in-depth knowledge and experience to address the reported musculoskeletal issues whilst driving the vehicle.



# Disability Enablement

## Disability Enablement

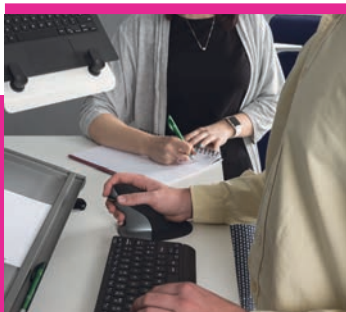
Many people who are neurodivergent or have disabilities may already be working in a hybrid way. During this period of change, individuals who may have met resistance previously have encountered more visibility and understanding as working practices are reviewed in greater detail.

Whilst hybrid working may remove workplace barriers for some, fresh challenges can also become apparent as tasks and support methods change. Those with specialist requirements may benefit from varying support measures depending on the working setup and environment. To identify these coping strategies, assessments and workplace reviews should focus on each working scenario to ensure your employee is being supported fully in their role.

From assessments, to assistive technology, to training and support, Posturite's Enablement division provides an end to end service to help support people with disabilities in the workplace.

### Our enablement service covers three different areas

#### Assessments



Our Assistive Technology (AT) assessment services make sure individuals are matched with the right tools, and that they know how to get the most out of them.

#### Training



We offer AT training, one-to-one workplace strategies, and an Assistive Technology review.

#### Assistive Technology



AT helps create a level playing field in the office. The term is used for equipment that helps people with disabilities do their job and includes both software and hardware.

### We should all make reasonable adjustments because doing so:



Enables people to work effectively



Fulfils your legal obligation to do so



Boosts staff productivity



Creates an equal environment for everyone



Attracts and retains talent



Fosters business growth





## What assessment services do we offer?

### Cognitive Diagnostic Assessment

In-depth one-to-one session carried out by a fully qualified and registered psychologist specialising in adult dyslexia. This results in a written report outlining how dyslexia affects the employee's working life.

### Neurodiverse Workplace Needs Assessment

We send a professional in to help staff with disabilities develop effective coping strategies for overcoming any issues at work. The assessment will conclude with Assistive Tech recommendations.

### Hearing Loss Assessment

This assessment concludes with a written report to help the employer develop a strategy for supporting individuals with hearing impairments. This will include precise recommendations for any reasonable adjustments needed.

### Sight Loss Assessment

Employees with visual impairments can benefit from this assessment, which includes a strategy for overcoming the impact their visual impairment might be having. The assessment will include a full report with precise recommendations for any reasonable adjustments needed.

### Colour overlay assessment

If an individual has been diagnosed with dyslexia, dyspraxia or dyscalculia, a colour overlay assessment is a simple, quick assessment that can, on occasions, overcome the problem almost immediately.

## Lead times for Disability Enablement Assessments



Referral to contact  
with end user  
**48 hours**



Face to face  
assessments  
**10-15 working days**



Remote  
assessments  
**5-10 working days**



Report  
turnaround times  
**5-10 working days**



# Training & Consultancy





## Training

Moving to hybrid working will involve significant changes to occupancy levels, employment practices, and training requirements. As hybrid has evolved, so has Posturite's approach, modifying our extensive suite of training courses, as well as our options relating to method of delivery. We are here to work with you to provide the training you need at the places you require it.

Accidents happen and it's your job as an employer to control risks. Health and safety training equips your staff with invaluable knowledge that could reduce risks and save your business significant money in the long-run.


### Benefits of training with Posturite:



**Experienced  
trainers located  
across the UK**




**We can deliver a  
variety of courses  
and tailor to your  
requirements**



**Choice of  
self-hosted or  
drop-in courses**



**We can provide variety  
of learning methods  
from face- to-face to  
remote training for  
many courses**



**Delegates  
receive personal  
attention**



**All equipment  
is provided**



## Training courses

### DSE

- DSE assessor
- DSE workshop
- DSE advisor (onsite and remote)

### Health & Safety

- Fire warden (onsite and remote)
- Fire safety awareness
- Fire extinguisher training
- Evacuation chair training for trainers
- Evacuation chair training
- Manual handling (onsite and remote)

### First Aid

- Emergency first aid at work
- First aid at work annual refresher (onsite and remote)
- First aid at work
- First aid at work requalification
- Basic Life Support and safe use of AED
- Basic Life Support and Anaphylaxis
- AED awareness (onsite and remote)

### Wellbeing

- Understanding mental health in the workplace (onsite and remote)
- Mental health first aid at work (onsite and remote)



## E-Learning

Where flexibility permits, hybrid working can provide employees the option to choose from multiple differing locations, each with their own benefits and limitations. It's important that staff receive appropriate training to empower them to select the most suitable environment for each task and schedule accordingly.

### Q-Pulse WorkRite from Ideagen – WorkRite Agile 2.0

**The online course that teaches you how to work safely, comfortably and productively in the environments you are most likely to use.**

This agile working e-learning course takes users on a personalised, interactive journey following the health, safety and wellbeing challenges faced by a cast of memorable characters as they go about their daily agile working lives in a variety of environments.

Along the way they will encounter common health and wellbeing risks and learn how to make appropriate decisions about how and where to work. What makes WorkRite Agile unique is that users choose their own path - whether they're predominantly on the go, working from home, or working in an office either with a set workstation, or with hot-desks.



## Consultancy

**Our team of consultants provide support on workplace health, safety, ergonomics, and wellbeing.**

As hybrid changes our working practices, and a selection of our staff return to the office, fresh challenges will occur on a regular basis. Whether the need is to update Risk Assessments, refresh policies, undertake site visits, our team of industry-leading consultants are available to help with your specific requirements.



**Hybrid/Fire/Office**  
Risk Assessments  
to ensure areas are  
fit for purpose



**Bespoke Webinars**  
to broadcast company  
messages to staff



**DSE Walkaround  
Service** to welcome  
and support staff back  
to the office



**Hybrid Policy Creation/  
Adaptation** to ensure  
policies are appropriate  
and up to date





# Managed Service

## Posturite Managed Service

Posturite's Managed Service provides companies the ability to outsource your workstation assessments to our fully trained team of Case Managers.

We are expertly positioned to cost effectively manage the administration related to the internal DSE process in line with agreed policies and procedures. This in turn frees you up to manage other elements of their multi-faceted roles.

Many clients utilise our expertise as they look to risk assess and support staff in multiple environments.

### Our case managers can:

- Monitor and act upon highlighted issues
- Provide guidance to those who would benefit
- Escalate cases that require further intervention
- Co-ordinate further assessments as needed
- Provide recommendations for additional support requirements
- Help orchestrate the purchase of reasonable adjustments
- Update central records throughout
- Provide management information to internal contacts

## Managed service benefits



Free up time  
and resources  
internally



Cost-effective  
DSE solution



Streamlined  
process



Continual support  
from experts



Ensure health  
and safety  
compliance



## Administration

### System set up

Your dedicated account manager will build your system with you, making sure email templates, reminder timeframes and advice given all comply with your culture and processes.

### Training rollouts

Our team will manage the rollout of e-learning courses in line with your plan. As part of this we can pick up desk movers or any other changes of circumstances that should trigger a workstation assessment.

### Starters/leavers

We can add new users and deactivate leavers. We'll work with you to make this process easy, in line with your on-boarding processes.

### Reports

We'll generate these at regular intervals highlighting compliance, trends and user activity. If wanted, we can prompt non-compliant employees on your behalf.





# Projects

## Projects

Hybrid working presents an opportunity to review and redesign our office spaces – maximising the potential they have to deliver a welcoming, engaging, and productive environment for staff.

Our clients are discovering that new hybrid working policies are changing views of what our office spaces need to be. When designed to be appropriate for a business' requirements, the office environment can offer key benefits that differ from working at home or on-the-go. Posturite's furniture specialists are here to advise on the most suitable products available to maximize the benefits office space can provide.

### We are currently assisting hybrid transitions with...



#### Chair Audits

What do we have and what condition is it in?

#### Multi-User DSE Restock

Replace equipment that was sent home.



#### Review and Restock

of “specialist chair graveyards”





## Ethical Disposal

of redundant equipment

## Review, Redesign, and Repurposing

of existing office space



### Why work with our projects team?

When you work with Posturite's projects team, you benefit from:



#### Expertise

We've been improving workplaces across the UK for over three decades.



#### Personalisation

Every project is different. We work to your needs and vision.



#### Value for money

We work closely with clients and suppliers to keep costs down.



#### Full package

We handle every step of the process, so just sit back and let us do the hard work.



#### Ongoing support

We will remain your go-to experts, even after the project is complete.



#### Excellent service

Our team goes above and beyond to make clients happy.

**Let us help you with your workplace improvement project. Get in touch today if you have any questions, or if you'd like to request a quote.**





Clean Air

## Clean Air

At no other time has air quality been so widely explored. The discussion around hygiene has been prominent in the return-to-site planning and implementation. Employers will be asking returning staff to maintain social distancing, to regularly wash their hands and sanitize surfaces and equipment, but what about the air we breathe? In partnership with Fellowes, Posturite endorse and supply the **AeraMax® Pro Series Air Purifiers** to help achieve a total hygiene solution.

Create a fresh, healthy atmosphere where employees can be safe in the knowledge that unpleasant odours, dust, pollutants and viruses are being noticed and removed by AeraMax's® advanced filtration technology.



### Effective

Removes 99.9% of allergens and viruses using True HEPA filter within 35 minutes of operation.



### Smart

Features patented, auto-detecting EnviroSmart™ Technology with pure view screen to show the current status of the air quality at any time.



### Integrated

Mount on wall or keep free-standing for a convenient, discrete presence in any room.



### Reliable

Comes with a 5 year warranty.

### Kill 99.99% of coronavirus

Prevent virus outbreaks to keep your employees healthier. Lab tests reveal that AeraMax® air purifiers reduce coronavirus 229E (a virus with similar properties to the one that causes COVID-19) by 99.99% within just one hour of use.

### Find out more

Our team will be happy to help you if you have any questions. Please speak to your local account manager, or email [sales@posturite.co.uk](mailto:sales@posturite.co.uk).



## Accreditations

At Posturite we're proud of our achievements, and that includes the accreditations we've worked hard to earn and retain. These accreditations are in recognition of the extremely high standards we achieve in every area of the business, from health and safety, to security and environment.



We choose our external suppliers carefully to make sure they reflect our own exceptional standards. These are just some of their accreditations:



The certificates mounted on the wall are just the start. Our governing bodies provide ongoing support and advice to help us continue to achieve and exceed the highest standards in our industry.



## Environmental Approach

Posturite Ltd aim to reduce our impact on the natural world. We're committed to consuming fewer, and managing resources responsibly, whilst adapting the ways in which we operate and communicate with our clients.

Our phased approach to an ever-more sustainable operation include:



Reduce plastics,  
unnecessary travel,  
noise pollution, etc



Reuse resources  
at any opportunity



Collaborate with our clients  
and local communities to  
reduce waste



Recycle any appropriate  
material whilst  
encouraging clients  
to repurpose/ethically  
dispose



Share our environmental  
vision and expectations  
with colleagues and key  
suppliers

To demonstrate our commitment to environmental sustainability, Posturite are happy to announce that we have removed all fossil fuel from our Head Office in Berwick, East Sussex. Therefore, our electrical usage now comes from 100% renewable energy (Bioenergy 47.8%, Wind 32.7%, Photovoltaic 11.7%, Hydro 7.8%).

Posturite continue to review and monitor our policies and business output to ensure optimal environmental performance.



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ISO 9001  
ISO 14001  
ISO 27001  
ISO 45001

Certificate Number 5312