• Set up an “Out-of-Office” reply when on leave to advise that you will not be accessing emails during this time.

• Choose the recipient list of each email carefully (only immediate responders should be included).

• Avoid using “Reply All” where the email trail no longer requires the involvement of all original recipients.

• Make it clear if an email is for information-only or whether it requires a response. If for information-only, open with “FYI”, and do not expect a response.

• Avoid convening meetings between 1-2pm (if possible).

• Intrastate travel (involving more than 4 hours of driving with one driver) should normally include an overnight stay.

• Meetings involving face-to-face participation of a staff member from another campus should not commence before 10am and not be scheduled to run past 4pm.

**Dietary Health**

• Healthy catering (salad sandwiches/fruit platters for seminars and meetings).

• Adequate hydration (filtered water dispensers in two locations).

• Provide a dedicated eating area that is clean and comfortable, to encourage workers not to eat at their desk.

• The Law building is a Smoke Free workplace.

**Exercise and Physical Wellbeing**

• Avoid long periods of sitting; take regular breaks to stand and stretch.

• Encourage staff to take a lunch break where they can walk/stretch.

• Advise staff that they can have the computer-based program Exertime on their computer as a reminder to stop and stretch.

• Remind staff about Unigym staff membership options.

• Active UTAS aims to increase physical activity levels of UTAS employees.