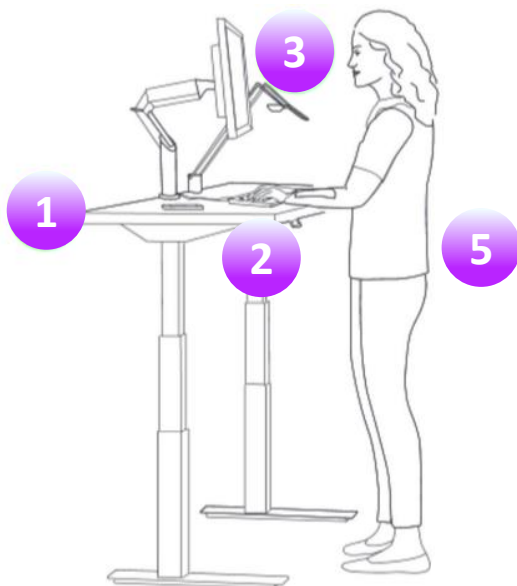
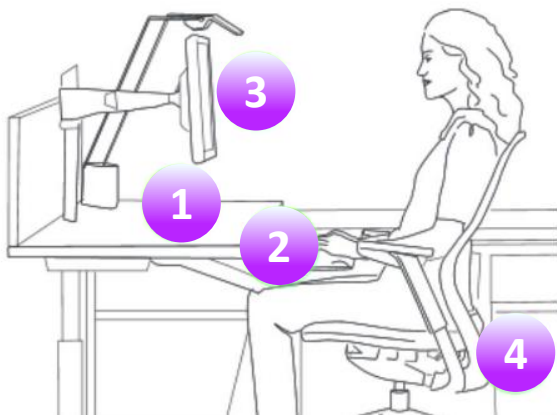


Basics Of Office Ergonomics

Whether you're in the office or at home, Dolby wants all employees to be working safely and effectively. Here's a few reminders on simple adjustments that can make all the difference.



Quick Reference

- 1. Table Height** The table height should be just below the elbow when sitting or standing.
- 2. Keyboard** The keyboard should be within easy reach allowing the elbow to bend at a 90-degree angle.
- 3. Monitor** The top of the monitor should be at eye level and centered horizontally.
- 4. When Sitting** While in the seated position, ensure the chair height allows your thighs to be parallel to the floor and your feet rest flat on the floor. Only a few fingers space should be between your seat and the back of your knees.
- 5. When Standing** When in the standing position, distribute your weight evenly and stand tall.

HELPFUL TIP Sit-stand desks are great because they encourage additional postural changes throughout the day, but the point is not to stand all day. Aim to change positions at least once per hour - try to sit for 45 minutes and stand for 15 minutes for every hour. Avoid standing for longer than 20 minutes at a time to help reduce the likelihood of developing foot and back discomfort.

ERGO ASSEMENT At Dolby, we encourage all employees to sign-up for an Ergonomic Assessment that can help guide your stipend spending and get you set-up for success. You can start this process by going to the [GWS Portal](#) and selecting "Environmental, Health & Safety."