

Workspace Best Practices

- Establish a designated workspace free from noise, interruptions, distractions, and recognized hazards.
- Ensure cords and equipment are maintained and secured.
- Set up equipment to ensure a neutral, healthy posture when computing. See the [EHS webpage](#) for more information.
- Ensure meetings can be taken privately and with no interruptions.
- Ensure computer files and data are kept secure and password protected, in accordance with applicable University policies.
- Plan for the safe, secure, and reliable transport of computer equipment between the campus site workspace and the offsite workspace.
- Ensure appropriate equipment or work practices for destroying and disposing of confidential University information.

Resources

For more information or questions:

- For workplace safety concerns or help, contact the [Office of Environmental Health & Safety](#) at ehs@princeton.edu
- For computing issues, contact the OIT Help Desk at 609-258-HELP (4357)
- For data security questions, contact the Information Security Office at infosec@princeton.edu
- Relevant policies include:
 - o [Information Security Policy](#)
 - o [Business Expense Policy](#)
 - o [Flexible Work Arrangement Policy](#)