



WORKING FROM HOME: THE EMPLOYER CHECKLIST

THE FOLLOWING CHECKLISTS ARE BY NO MEANS ALL-ENCOMPASSING, BUT WILL GIVE EMPLOYERS AND EMPLOYEES A GOOD STARTING POINT ABOUT WHAT RESOURCES AND MEASURES SHOULD BE IN PLACE FOR SOMEONE WORKING FROM HOME. THIS CAN OF COURSE VARY BY ROLE AND TIMEFRAME.

PHYSICAL SECURITY

- Are exit doors secured by a deadlock or security bolts?
- Is a smoke alarm fitted?
- Is there a clear exit route and an emergency escape plan?
- Are computers connected to the mains via an anti-surge extension?
- Are cables secure in all plugs, and walkways clear of trip hazards such as trailing cables?
- Can laptops and confidential information be locked away when not in use?
- Does the work area meet clear desk and screen policy rules?
- Can printed sensitive information be securely shredded?
- Are wastepaper baskets regularly emptied?

WORKING ENVIRONMENT

- Is the desk large enough to enable the employee to work in comfort and to rest his or her wrists in front of the keyboard?
- Can the monitor(s) be adjusted for height, tilt and position?
- Does the chair allow the employee to adopt a comfortable working posture?
- Is there adequate lighting?
- Is the ventilation at the workstation sufficient without causing uncomfortable draughts?
- Is there a first aid kit available?



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TECHNOLOGY

- Is there a WiFi connection that meets the requirements of WPA3 with strong password? (standard implementation for WiFi)
- Is there at least 5 Mbps download and 1 Mbps upload on the internet?
- Is WiFi configured to deny access without authentication i.e. password is required?
- Is there appropriate insurance cover? (If contractor check insurances)?

RESPONSES TO THE ABOVE QUESTIONS (AND OTHERS SPECIFIC TO YOUR BUSINESS) WILL ENABLE YOU TO PROVIDE APPROPRIATE SUPPORT TO EMPLOYEES, AND CAN HELP TO IDENTIFY POTENTIAL RISKS INVOLVED WITH REMOTE WORK.

FOR ADDITIONAL INFORMATION, SPEAK TO YOUR HR BUSINESS PARTNER. WE SPEAK SOME TECH TOO!