HOMEWORKING

POLICIES
Review, revise or put in place a home working policy so employees have an easy-to-access reference guide.

EQUIPMENT AND STRESS TESTING
Ensure employees have what they need to work effectively from home. Provide a checklist.

DATA PROTECTION
Remind employees of their obligations and applicable policies regarding data protection to ensure compliance with GDPR. Ensure security and confidentiality of remote access.

INSURANCE
Ensure employer's liability insurance and other commercial insurance applies to home workers. Employees should check their home insurance policies.

HEALTH AND SAFETY
Advise employees on appropriate desk set up and good working practices – including breaks.

COMMUNICATION
Encourage employees to contact colleagues by phone rather than always relying on emails. Set up regular team meetings by phone.