HOW TO BUILD A STRONG WORK-FROM-HOME POLICY

clearbridge

1

Outline the standards for working remotely

2

Outline the security risks to employees and the business

Make sure your WFH Policy covers the following basic security practices:

- Clearly define which positions are eligible for WFH.
- List the approved tools and platforms for use.
- Provide employees with steps to follow at the first signs of an account compromise.
- Provide employees with training to help them recognize the risks and know what to do when cyberincidents occur.

Here are some stats about remote work from Statista.com and the PWC Canadian Office Worker Survey 2021:

30% of Canadian employees are working remotely.

41% of Canadian employees say their productivity increased while working from home.

Helping You Do Your Best Work...at Home!

78% of employees agree their organization has the necessary tools and technologies to be successful in their jobs when working remotely.

# GUIDELINES TO CONSIDER WHEN CREATING YOUR WFH POLICY

1 Working Hours

- Clarify and be specific about whether employees need to be available during set hours or if they can choose their hours of work.
- Employees should communicate their availability via approved channels (for example, Teams or Slack).

2 Communication

- Allow employees to ask questions, give and receive feedback, contribute to company activities, and brainstorm ideas with colleagues.
- Help employees to understand suitable communications platforms and a list of best practices and expectations.
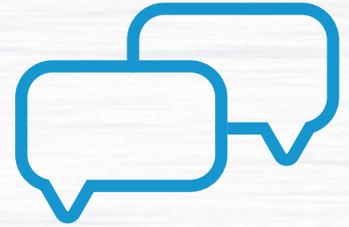
3 Technology

- Employers should set a standard for using technology, whether company laptops or other employee-owned devices.
- Employees should know who to contact for assistance should an issue arise with their technology.

4 Security

- Enable multi-factor authentication (MFA).
- Use a password manager.
- Keep software up to date.
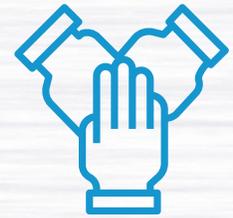- Learn how to detect phishing scams.

MORE GUIDELINES TO CONSIDER WHEN CREATING YOUR WFH POLICY

Team Building

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- Your WFH Policy should outline activities as simple as 10-minute virtual coffee breaks or departmental meetings to inspire motivation and encourage a sense of community.
- Regular group interactions can help employees feel worthy and included.

Set Attainable Goals

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- Managers should set realistic and achievable goals for employees working from home that match the standards established for workers in the office.
- Review deliverables, monitor other aspects of performance, update the team, and discuss progress by conducting regular check-ins.

Culture

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- Offer perks and amenities regularly to help maintain a sense of normalcy and continuity.
- Ensure health and safety procedures include WFH situations and are clear to all team members.
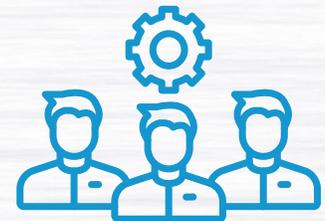
Stay Adaptable

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- Continually review and revise your WFH Policy, to refresh security protocols and adapt your rules to fit any new circumstances.