Directions for the Administrator

Implementing a remote work policy will help ensure that all data remains confidential and secure when your employees work remotely. As part of our commitment to keep your workplace secure, we are pleased to share with you this complimentary policy designed to help protect company data from unauthorized access and to ensure that data remains protected.

Let's Get Started ☑ **Check off each item as you work towards implementing the remote work policy.**

☐ **Customize the attached policy template for your business.**

Throughout this template, we have indicated where you should include your company name as well as a place to include your logo. The document can be further customized to include other information and rules and regulations as you see fit.

☐ **Ensure that you have the correct infrastructure in place to allow your employees to work remotely.**

Although employees are working remotely, they should still be able to access information and conduct business as usual. This requires providing them with access to several communication methods and a secure VPN connection.

☐ **Train your employees.**

Once you have customized your remote work policy and have it approved by key stakeholders, it's time to train and educate your staff on the policy and why it's important for them to follow it. It's important to get managers to speak to their employees about remote working arrangements as teams may have different needs depending on the kind of work they do. You must ensure you highlight how to keep sensitive information out of sight when working in public spaces, the risks associated with using public wfi, how to recognize fraudulent emails, why employees shouldn't share company devices with others, and how they should immediately report lost or stolen devices.

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☐ **Post reminders about the policy throughout the workplace and have the policy accessible online.**

We've included an 8.5" x 11" poster for you to distribute around your workplace. You can post it throughout your workplace, in all departments, and provide access to the policy online—reminding employees of the importance of consistently following the policy.

☐ **Facilitate periodic check-ins.**

We recommend that you meet with managers on a regular basis to understand their pain points with implementing the policy. Make sure that they flag issues to you, so that you are able to address them accordingly.

☐ **Use findings to update your policy.**

If you notice that certain employees or departments are not following the remote work policy, there may be simple reasons why they are not complying. Update your policy as needed to meet the needs of all departments.

☐ **Re-educate on a regular basis.**

It is essential that you communicate the importance of information security to your employees. Share facts about data breaches and provide them with everyday actions they can take to ensure that all data remains secure.

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