

# Remote Work Policy

## Introducing Our Remote Work Policy

Although working remotely has its benefits, it is critical that you prioritize the security of the data you handle. Consider the following tips when you work remotely and speak to your manager to ensure that you are doing exactly what it takes to keep information confidential.

**1. Speak with IT to ensure that you are able to connect to a secure VPN.**

This will allow you to connect to the network remotely and access information easily and securely.

**2. Ensure you have the appropriate methods to communicate when needed.**

While working remotely, you should be easily accessible. Stay connected to your team members through email, instant messenger, or phone.

**3. Use encryption and passwords.**

Whenever you are away from your computer, ensure that you lock your computer with a secure password. Make sure your data is encrypted so information remains secure in case of a lost or stolen device.

**4. Notify someone when a breach occurs.**

If a breach does occur, report it to your manager immediately. This way, they can assess the damage and take action to prevent another breach from happening.



**We protect what matters.**

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