



## Remote Work Compliance Checklist

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Company Name:	[Your Company Name]
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### Introduction

As remote work continues to grow in popularity, ensuring compliance with best practices is essential for maintaining productivity, security, and employee well-being. This checklist covers key areas to help organizations create a safe and effective remote work environment.

### A. Work Environment and Safety

- Ensure the home workspace has ergonomic furniture.
- Verify adequate lighting in the workspace to reduce eye strain.
- Maintain an organized and clutter-free work area.
- Check that electrical equipment is in good condition and correctly set up.
- Implement safety measures for cables and wires to prevent trip hazards.

### B. Data Security and Privacy

- Use VPNs where necessary to ensure secure access to company networks.
- Encrypt sensitive data and documents for transmission and storage.
- Ensure antiviruses and firewalls are up-to-date and active on all devices.
- Implement strong password policies and use multi-factor authentication.
- Establish clear guidelines on the handling and disposition of sensitive information.

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**Dale Carnegie, Sheba Blake**



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