

HOW TO IMPLEMENT YOUR FIRST

Work from Home Policy



1 TALK TO IT

With IT threats on the rise, IT should be amongst the first involved in crafting a WFH policy. There is no one-size-fits-all approach, so IT must be consulted for a tailor-made security solution.



2 INVEST IN GOOD COMMUNICATION SYSTEMS

There's no getting around the fact that something is lost without day-to-day, face-to-face communication. That's why it's so important to invest in communication systems that provide a seamless user experience.



3 RETHINK MEETINGS AND CONFERENCE CALLS

Try solving a problem you're having first without a meeting or call. If one is necessary, have a clear agenda, limit the guest list, ensure everyone present has a clear role, and enforce a strict time limit.



4 CLARIFY EXPENSES

If employees are working from home, are they in effect paying for their own offices? It's important to determine what the company pays for right away and make sure everyone is clear on the policy.



5 SET AND COMMUNICATE OBJECTIVES AND GOALS

The most important thing about a WFH policy is how expectations are set. Again, there is no one-size-fits all approach. The point is, there needs to be a policy and that people can't just be left to muddle through without direction.