

# 10 #WFH tips

## for keeping your staff safe and productive

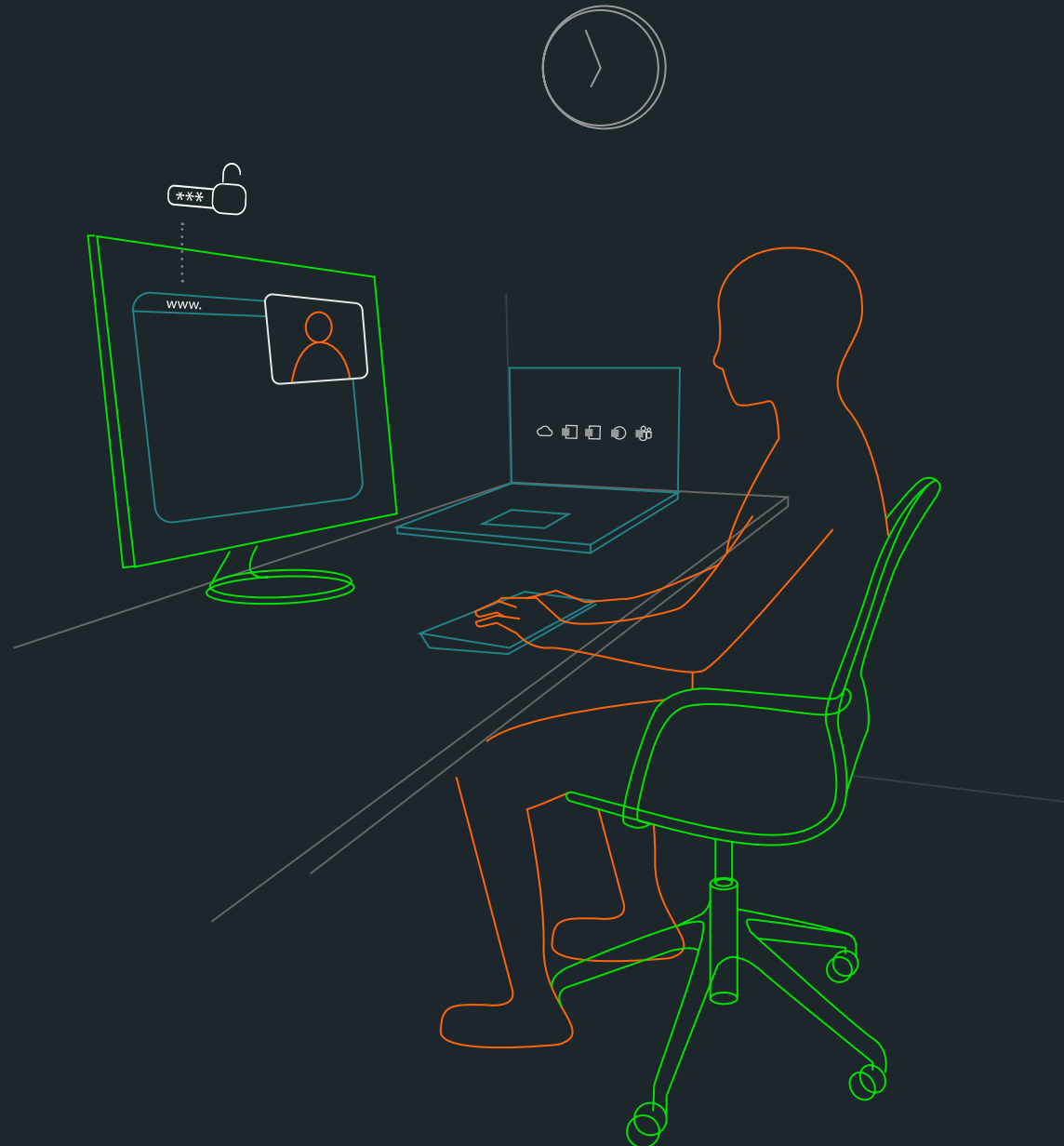
### Password management

– Encourage your users to choose strong passwords and remind them not to leave login credentials where family or housemates might find them.

**Secure connections** – Provide your teams with VPNs or other remote tools, with proper configurations and all security updates applied.

**SETA – Security Education and Training Awareness** – Offer training and advice on security best practices, particularly when it comes to phishing email attacks.

**Appropriate devices** – Everyone should have access to reliable devices with suitable performance for their needs, either through issuing new devices or via a BYOD program.



**Make time for fun** – Organise social events such as quizzes and chats to keep everyone together.

**Social channels** – Make heavy use of communication methods such as Teams and Slack to make it easy for staff to keep in touch, both for work and to socialise.

**Shared cloud space** – Ensure all staff can reliably access secured cloud spaces for sharing documents and accessing key assets.

**Set boundaries** – Help staff separate work and private time so they can take real breaks and stop in the evening.

**Keep machines up-to-date** – Do regular checks to ensure all operating systems and software are updated, and that security patches are applied.

**A comfortable working space** – Everyone should be able to sit and work in comfort -if needed, provide items like office chairs and monitor stands to help them.