EMPLOYEE AT HOME CHECKLIST

Use this checklist when setting up your home office to create a safe and secure work environment!

1) Secure your workspace

- [ ] Create a dedicated space where you can work without distractions
- [ ] Make sure you can lock your computer and devices when not in use
- [ ] Set boundaries with your family members and don't allow company-owned devices to be used for personal use

2) Ensure your wireless network is secure

- [ ] Change your default Wi-Fi router password
- [ ] Enable WPA-2 or higher encryption
- [ ] Make sure your local router firmware is up to date
- [ ] Confirm that your devices are secure with company-provided or personally owned antivirus and anti-malware
- [ ] If you have smart devices (IoT), make sure they have updated firmware
- [ ] Make sure all devices on your home network are up-to-date with the latest software
- [ ] Review and follow your corporate Bring Your Own Device (BYOD) and other required policies and procedures

3) Take Precautions when working in public

- [ ] Be aware of eavesdropping when having conversations in a public place to avoid exposing confidential information
- [ ] Limit the use of public Wi-Fi
- [ ] If using public Wi-Fi, make sure to use a VPN when sending or accessing sensitive information
- [ ] Apply a screen protector to your device to hide your screen from wandering eyes

4) Be aware of hidden dangers

- [ ] Always be cautious of email phishing scams and remember to "trust, but verify"
- [ ] Limit social media use on devices meant for business use
- [ ] Don't reveal business itineraries, corporate info, daily routines, or other information that could help criminals craft dangerously specific phishing emails

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