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To ensure productivity, security, and well-being while working remotely, follow these best practices.

**%Kcf\_g!UWGHid'**

**!^accgYUei ]MZWa ZfhUVZubXkY"!HfYU"**

**!IgyY[ cbca ]M fb]h fYle'a UbHUb[ ccXdcgi fY"**

**!9bg fyfY]UVY]bMbYHUbXVUWi d'dckYf'ZdcggVY"**

**&HWbc'c[ n!bXGWM]m**

**!IgyWa d!hrlldfcj YXXj ]WgUbXgcZkUfY"**

**!?'Yd'cdHUb[ 'gg]Ya gUbXUdd]W]cbgi dMfX"**

**!^cbbYMH fci [ \ 'JIB'UbXYbUVYa i 'hZMf'U h Yb]W]cb"**

**'"7ca a i b]W]cb'UbX7c~UcfU]cb'**

**!AUbHUb'fY[ i 'fWYW]bgk]h 'mi fHUA'"**

**!GHWU'Y dM]W]cbgUci Hkcf\_]b[ \ci fg"**

**!Igy]X'c WbZfYb]b[ le'gfYb[ h YbHUA WbbYW]cb"**

**('H'a YAUbU] Ya YbHUbXDFcX] Wj ]m**

**!9gUV]g UVbbggMhX]ngWYX' Y"**

**!HU'YfY[ i 'fVfYU\_gle Uj c]XV fbi H'**

**!D]cf]hYH]g gi gb[ X] ]U'dUbbYgcfle!X'c~lgg"**

**)"<YUh UbXKY'!6Y]b' "**

**!:'c`ck UVUUbWXfci HbYcZkcf\_ UbXfygY'**

**!GfYWcfY YVgYX] fb[ 'g'cfHfYU\_g'**

**!GdUUYkcf\_Zca 'dMgcbU]h'a Yle'a UbHUb'a YbHU\YUh'"**

**\*"SUUDfchW]cb'**

**!GcfYUbXg UfYZ]gcb'nich'gWfYWa d!hMUbbyg'**

**!5jcXdf]b[ 'cf'g Ub[ 'g]bg]j YXUUi bbWggU]n**

**!'a a YXUf'nfYdcfHbng] g]W]XgWM]m]b]Xb]g"**

Applying these practices supports efficient, secure, and healthy remote work for individuals and organizations alike.



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%DFYdFUWj b XY'9gUWc XYHFUUC'  
!9]Ui b i [ UfIfubei ] cZV'a cXc'nM]Yb ] i a ]bUXc"  
!I gYa i WYgYf] chIa ]WgdUFUa UbHbYf i bUVi YbUdcgi fU"  
!5g] i fYi bUWbY ]I b U=bHfbYHwbZUVYmMbYf] QXYfYgUUXc"  
.

&HMc`c[ QmG] i f]XUX  
!I H] ]WYXgdcg]hj cgnicZk UFYUdfcVUXcgdcf`UYa dFYgU"  
!A UbHb] UggH'a UgmUd]W]cbYgUMi U]nUXcg"  
!7chÃWgYUfUj ÃgXYJDB`mã U]`jHY`Uû HbH]W]I b'a i `HãUf"  
.

' "7ca i b]W]I b`m7c`UcfUWj b`  
!A UbHb] UfYi b]cbYgYf] i `UYgWb`g `Yei ]dc"  
!8Y]bUWfUa YbHY`cg`cfUf]cg`UcfUYg`  
!I gYj ]XcWbZfYbW]UgdUFUZcfUYWf`cg`UrcgXY`Yei ]dc"  
.

("; Yg]I b XY`HYa dc`nDfcX Wj ]XUX  
!9gUWYmWi b`cfUf]c X]Uf]c Wbg]UbHY"  
!< U Udu g]gYf] i `UYgdUFUYj ]HF`Y U chLa ]Mlc"  
!Df]cf]W]UfYUgWb`dUb]ZWAcfYgX] ]HUYgc`lg]Ug`  
.

) "Gu i Xn6]YbYgUf`  
!A UbHb] Ui b Yei ]`]M]c YbIfYIfUUC`nXgWbgc`"  
!FYU]WYg]fUa ]Mlcgc`YfV]W]cg`X fUbHY`cg`XgWbgcg`  
!GdUFYY`HYa dc`dYfcbU`XY`IfUUC`"  
.

\* "DfchW]I b XY`8Ucgc`  
!; i UXYnãWa dUFUUFW]j cggc`c`Yb`WbUYgg] i fcg`  
!9j ]H]a d]a ]f`c`X]Z bX]f`XUcgc`WbZ]XbV]UYgg]b bWg]XUX`  
!`bZfa YXY]ba YX]Uc`WUei ]Yf]bV]XbHYXYg] i f]XUX`  
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; iPXxHjU{ 8gUBWYX'GfYi { 8caMY

%5aAbU Ya YbXy 9gUWXYHfUj U`

!7\clggYni bYbXc]hW a YZbZcfHUYyH]Yb^AWQfA`

!I H'lgYni b^cV]JFY[cbca ]ei Ydci fi bYVdbbYdcgi fY`

!5gg fYni bYVbbY ]cb=bHfBYHQUVYyhi bYU]a YbHU]cbXYgW i fg`

&HWbc`c[ ]YHGA MF]A`

!I H'lgYXgUdHfY`gYic[ ]MYgUdHfci jAgdUf` YbYdHfY`

!AUbHBYn`YggjA YgYHdd ]W]dbg^/di f`

!7cbXMMj ci g ]Ui bJDBYHUMj Yn` U h YbH]W]cbai`H^UM f`

' "7ca a i b]W]cbYH7c`UcfU]cb`

!Dfc[fUa a YnXg fA` b]dbgfA`i`JA`YgUj YWdYfAei ]dY`

!8A]b]ggYnVUfYa YbHYg`cfUfYgXMFUj U`"

!I H'lgYn`Uj ]gcWbZfYbWdci fYbZfW`UW^Agcb`

('; Yg]cbX`H^a dgYHfCX`Wj ]A`

!YHV]ggYni b`cfUfYei dYXb fA`i`JY`"

!DYbYnXgU`i ggcici fA`]Hf`^Ad ]ga YbY`

!Df]cf]gYn`YgH]WYgUj YWYgci H`ghi a A`]ei Yg`

) "GUA`YH6]Yb; ]fY`

!AUbHBYni b^Aei ]JMYbYfYHfUj U`YHfYdcg`

!: UH`Xg^HfYa Ybgi XY`Y YVWYdYbXUHYgU`i gg`

!GAUfYn`YH^a dgHfYgbbY`X`H^a dgXMFUj U`"

\* "DfchW]cbXYgSdbbAg`

!7cbgYj YnYdUfUj Yn`YgZW]Yfgi b]ei Ya Ybgi fXYgWbU`i ]g^AMf]gAg`

!Yj ]HnX]a d]a Yf`ci XYdUfUj Y`XYgXbb^AggYbgVYg]bi H`Ya YbY`

!Q[ ]bUY]a a A`YU`a YbHci H]bYXbXbXYg^AMf]A`

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