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

:RUNVSDFH 6HWXS
&KRRVH D TXLHW FRPIRUWDEOH DQG ZHOO OLV DUHD
8VH HUJRQRPLF IXUQLWXUH WR PDLQWDLQ JRRG SRVWXUH
(QVXUH UHOLDEOH LQWHUQHW DQG EDFNXS SRZHU LI SRVVLEOH

7HFKQRORJ\ DQG 6HFXULW\
8VH FRPSDQ\ DSSURYHG GHYLFHV DQG VRIWZDUH
.HHS RSHUDWLQJ V\VWHPV DQG DSSOLFDWLRQV XSGDWHG
&RQQHFW WKURXJK 931 DQG HQDEOH PXOWL IDFWRU DXWKHQWLFDV

&RPPXQLFDWLRQ DQG &ROODERUDWLRQ
0DLQWDLQ UHJXODU FKHFN LQV ZLWK \RXU WHDP
6HW FOHDU H[SHFWDWLRQV DERXW ZRUNLQJ KRXUV
8VH YLGR FRQIHUHQFLQJ WR VWUHQJWKHQ WHDP FRQQHFWLRQ

7LPH 0DQDJHPHQW DQG 3URGXFWLYLW\
(VWDEOLVK D FRQVLVWHQW GDLO\ VFKHGXOH
7DNH UHJXODU EUHDNV WR DYRLG EXUQRXW
3ULRULWLJH WDVNV XVLQJ GLJLWDO SODQQHUV RU WR GR OLVWV

+HDOWK DQG :HOO %HLQJ
)ROORZ D EDODQFHG URXLQH RI ZRUN DQG UHVV
6WUHWFK RU H[HUFLVH GXULQJ VKRUW EUHDNV
6HSDUDWH ZRUN IURP SHUVRQDO WLPH WR PDLQWDLQ PHQWDO KHD

'DWD 3URWHFWLRQ
6WRUH DQG VKDUH ILOHV RQO\ RQ VHFUXH FRPSDQ\ FKDQQHOV
\$YRLG SULQWLQJ RU VKDULQJ VHQVLWLYH GDWD XQQHFHVVDULO\
-PPHGLDWHO\ UHSRUW DQ\ VXVSHFWHG VHFUXULW\ LQFLGHQWV

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

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3UHS DUDFL³Q GH O (VSDFLR GH 7UDEDMR
(OLMD XQ OXJDU WUDQTXLOR F³PRGR \ ELHQ LOXPLQDGR
8VH PXHEOHV HUJRQ³PLFRV SDUD PDQWHQH U XQD EXHQD SRV
\$VHJXUH XQD FRQH[L³Q D ,QWHUQHWH FRQILDEOH \ HQHJ-D G

7HFQRORJ-D \ 6HJXULGDG
8WLOLFH GLVSRVLWLYRV \ VRIWZDUH DSUREDGRV SRU OD HP
ODQWHQJD VLVWHPDV \ DSOLFDFLRQH V DFWXDOLJDGRV
&RQ©FWHVH D WUDY©V GH 931 \ KDELOLWH OD DXWHQWLFDFL

&RPXQLFDFL³Q \ &RODERUDFL³Q
ODQWHQJD UHXQLRQH V UHJXODUHV FRQ VX HTXLSR
'HILQD FODUDPHQWH ORV KRUDULRV ODERUDOHV
8VH YLGHRFRQIHUHQFLDV SDUD IRUWDOHFHU ORV ODJR V GH O

*HVWL³Q GH O 7LHPSR \ 3URGXFWL Y LGDG
(VWDEOHJFD XQ KRUDULR GLDULR FRQVWDQWH
+DD SDXVDV UHJXODUHV SDUD HYLWDU HO DJRWDP LHQWR
3ULRULFH WDUHDV FRQ SODQLILFDGRUHV GLJLWDOHV R OLV

6DOXG \ %LHQHVWDU
ODQWHQJD XQ HTXLOLEULR HQWUH WUDEDMR \ GHVFDQVR
5HDOLFH HVWLUDPLHQWRV R HMHUFLFLRV GXUDQWH ORV GH V
6HSDUH HO WLHPSR SHUVRQDO GH O WUDEDMR

3URWHFFL³Q GH 'DWRV
*XDUGH \ FRPSDUWD DUFKLYRV VROR HQ FDQDOHV VHJXURV
(YLWH LPSULPLU R GLIXQGLU GDWRV FRQILGHQFLDOHV VLQ G
,QIRUPH GH LQPHGLDWR FXDOTXLHU LQFLGHQWH GH VHJXULC
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*XLGH GX 7UDYDLO j 'LVWDQFH HW GX %XU

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\$P«QDJHPHQW GH Og(VSDFH GH 7UDYDLO
&KRLVLVVH] XQ HQGURLW FDOPH FRQIRUWDEOH HW ELHQ «F
8WLOLVH] XQ PRELOLHU HUJRQRPLTXH SRXU XQH ERQQH SRV
\$VVXUH] XQH FRQQH[LRQ ,QWHUQHW ILDEOH HW XQH DOLPHQ

7HFKQRORJLH HW 6«FXULW«
8WLOLVH] GHV DSSDUHLOV HW ORJLFLHOV DSSURXY«V SDU O
ODLQWHQH] OHV V\ VWªPHV HW DSSOLF DWLRQV ¢ MRXU
&RQQHFWH] YRXV YLD XQ 931 HW DFWLYH] OgDXWKHQWLILFD

&RPPXQLFDWLRQ HW &ROODERUDWLRQ
3URJUDPPH] GHV U«XQLRQV U«JXOLªUHV DYHF YRWUH «TXLSH
'«ILQLVVH] FODLUHPHQW OHV KRUDLUHV GH WUDYDLO
8WLOLVH] OD YLVLRFRQI«UHQFH SRXU UHQIRUFHU OD FRK«VL

*HVWLRQ GX 7HPSV HW 3URGXFWLYLW«
(WDEOLVVH] XQ KRUDLUH TXRWLGLHQ U«JXOLHU
3UHQH] GHV SDXVHV SRXU «YLWHU Og«SXLVHPHQW
3ULRULVH] OHV WªFKHV DYHF GHV RXWLOV QXP«ULTXH

6DQW« HW %LHQ ÆWUH
ODLQWHQH] XQ «TXLOLEUH HQWUH WUDYDLO HW UHSRV
)DLWHV GHV «WLUHPHQWV RX GH OgH[HUFLFH SHQGDQW OHV
6«SDUH] OH WHPSV SHUVRQQHO GX WHPSV GH WUDYDLO

3URWHFWLRQ GHV 'RQQ«HV
&RQVHUYH] HW SDUWDJH] OHV ILFKLHUV XQLTXHPHQW VXU G
(YLWH] GgLPSULPHU RX GH SDUWDJHU GHV GRQQ«HV VHQVLE
6LJQDOH] LPP«GLDWHPHQW WRXW LQFLGHQW GH V«FXULW«

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