

General:

Remote work offers employees the opportunity to perform their work tasks from a location other than the office.

Prerequisites:

Not all tasks are suitable for remote work. Suitability is determined on a case-by-case basis between the employee and supervisor.

Technical equipment, such as a laptop, secure internet connection, and possibly VPN access, must be provided by the company.

Data Protection and Security:

All company data must be handled securely and protected. This includes using secure passwords, encryption, and secure communication channels.

Confidential conversations should be conducted in a way that unauthorized persons cannot overhear them.

Regular Communication:

Remote employees should communicate regularly with their team and supervisor to ensure a steady flow of information.

Video conferences, chats, and regular updates are recommended.

Time Tracking:

If required, working hours must also be recorded in the remote work setup. This ensures compliance with labor laws.

Work Environment:

It's recommended to establish a fixed workspace in the remote work setting that is ergonomically designed to prevent injury.

Distractions should be minimized as much as possible.

Availability:

Remote employees should be reachable during their regular working hours unless other arrangements have been made.

Documentation and Return:

Upon termination of the remote work model or upon leaving the company, all work materials and documents must be returned.

Health and Breaks:

Employees should ensure to take regular breaks and design their screen workstations according to applicable guidelines.

Flexibility and Adaptability:

The conditions and requirements of remote work can change. Employees should be flexible and adaptable to these changes.

Feedback and Evaluation:

Employees and supervisors should regularly provide feedback on the remote work experience. This helps in improving the process.

Top of Form