🏝️

Remote Working

Remote working can blur the lines between personal and professional spaces, so it's important to establish boundaries and maintain professionalism.

1 **Maintain professionalism in virtual interactions**: Whether on video calls, phone calls, or messaging platforms, communicate in a professional and respectful manner at all times. Avoid casual or overly familiar comments that could be misinterpreted.

2 **Be mindful of video call settings**: Ensure that your background is appropriate for professional meetings and avoid settings that might make others uncomfortable. Use virtual backgrounds if necessary to maintain privacy and professionalism.

3 **Limit non-work-related communication**: Avoid sending casual, personal messages during work hours via professional platforms. Stick to work-related topics to avoid misunderstandings.

4 **Report inappropriate behaviour**: If you experience or witness inappropriate behaviour during virtual interactions, report it immediately to HR or through an anonymous feedback form.