WORKING FROM HOME (WFH)

Best practices for LogiGear employees

Working from home can be an interesting experience, while there are many benefiting pros, you will experience   challenges that may cause interruptions or   deficiencies in your productivity, or that could cause security risk.

P   lease follow these WFH best practices   :

- In the case you have to work on your LogiGear equipment you must follow LogiGear IT policy, and only use the equipment for working only
- Use a VPN whenever you connect to LogiGear or Client network, and follow LogiGear IT security policy and procedures for VPN use
- Stay connected and available to your team members and managers, as well as clients to collaborate on work, and stay connected with your team
- Only use the communication/collaboration tools as outlined in the LogiGear IT WFH Tools List & Process/Procedures documents
- A secure and dedicated space must be available during working hours
- Keep your LogiGear work computer and equipment safe and separate from your personal use
- Take appropriate steps to set expectations with your family or others in your home, where you share your work space, to establish the proper working environment
- Do NOT use a USB/Flash drive to transfer any data on/off your computer
- Shut down your computer whenever not working
- Lock your computer each time when leaving the work station
- Make sure your PC/equipment is kept in a safe place
- Create a routine: Work with your client and/or LogiGear Manager to s   et a schedule with all of the tasks you need to get done for the day/week/Iteration, and set time limits on each to complete them that way you're on track to finish the day on time.
- Keep in regular (daily) communication with your manager about your work tasks, issues or questions. Ensure you and your supervisor are in alignment with work and performance expectations so you remain successful in your position
- DON'T let your anyone else but you see your working screen
- DON'T turn your screen to the window or where people passing by
- DON'T work from your bed: you will have a difficult time transitioning from work mode to sleep mode and vice versa.
- DON'T forget to exercise. Do stand up. Make your dining room table or kitchen countertop into a makeshift standing desk for part of the day or even a few minutes. Standing up for three hours burns an extra 24 calories.
- DON'T let social media sidetrack you. Employees agree that social media is an attention killer, and it can prolong your workday. A survey found that 75 percent of Americans said that social media ruined their focus and increased procrastination.

- Set your schedule as you work in office: You will not get "home lag" when returning to office.
- Keep your working space clean and tidy: it helps you work productively 8 hrs in the day
- Set clear limit between work and personal matters in order to maintain healthy work/life balance
- Make sure you also take appropriate breaks and your lunch away from your work and computer screen to help you remain refreshed and focused
- Take   short breaks and do some quick exercise, stretching and get some fresh air, is healthy and recommended
- Don't skip your routine meals; remember to drink enough water
- Although WFH, you can still take PTO in case of need: please access LogiGear CRM, open and submit PTO request as usual
- Last but not least, this is WFH, not a summer holiday or vacation at home.

Important note: If you have any technical IT issues, you can contact to IT support first like when Work at Office, and escalate to your DM as the first escalation point.

Support contacts:

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