QWERTY CONCEPTS

EMPLOYEE AT HOME CHECKLIST

USE THIS CHECKLIST WHEN SETTING UP YOUR HOME OFFICE TO CREATE A SAFE AND SECURE WORK ENVIRONMENT!

1) Secure Your Workspace

- ◯ Create a dedicated space where you can work without distractions.
- ◯ Make sure you can lock your computer and devices when not in use.
- ◯ Set boundaries with your family members and don't allow company-owned devices to be used for personal use.

2) Ensure Your Wireless Network Is Secure

- ◯ Change your default Wi-Fi router password.
- ◯ Enable WPA-2 or higher encryption.
- ◯ Make sure your local router firmware is up to date.
- ◯ Confirm that your devices are secure with company-provided or personally owned antivirus and anti-malware.
- ◯ If you have smart devices (IoT), make sure they have updated firmware.
- ◯ Make sure all devices on your home network are up-to-date with the latest software.
- ◯ Review and follow your corporate Bring Your Own Device (BYOD) and other required policies and procedures.

3) Take Precautions When Working in Public

- ◯ Be aware of eavesdropping when having conversations in a public place to avoid exposing confidential information.
- ◯ Limit the use of public Wi-Fi.
- ◯ If using public Wi-Fi, make sure to use a VPN when sending or accessing sensitive information.
- ◯ Apply a screen protector to your device to hide your screen from wandering eyes.

4) Be Aware of Hidden Dangers

- ◯ Always be cautious of email phishing scams and remember to "trust, but verify".
- ◯ Limit social media use on devices meant for business use.
- ◯ Don't reveal business itineraries, corporate info, daily routines, or other information that could help criminals craft dangerously specific phishing emails.

NOT SURE HOW TO GET STARTED? CONTACT US!