

## Guidelines for Working from Home

Particularly during the current Covid-19 pandemic, many of our staff and trainees have been asked to continue their work, but basing themselves at their own home. Here are a few guidelines to help you ensure you are taking care of yourself, as well as doing the right thing for your employer.



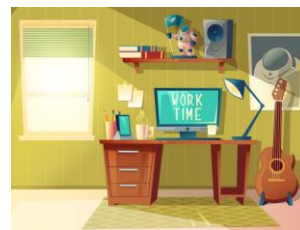
### **EQUIPMENT**

Before you start work, make sure you not only have the right equipment (computer/laptop, mobile phone, printer etc...) but that you have also received instruction on how to use them, including how to log-in. Ensure you take notes on how to set up and log-in.

### **WORKSPACE**

Create a healthy workspace. Ensure you have:

- good light,
- a comfortable temperature,
- preferably an adjustable chair
- a desk or workspace with enough room for your documents etc...
- electricity connections that are safe without piggybacking double adapters etc..
- screen and mouse at correct, comfortable heights



### **ESTABLISH BOUNDARIES**

You may not be the only one at home. Make sure children, siblings, partners, housemates, even parents are aware that you are working and respect the fact that you need clear space and quiet, where possible, without interruption. When your day is complete, make sure you 'clock-off' completely and go back to your normal home routine. You need to maintain a work/life balance, even though you are working from home.

### **TAKE YOUR ALLOTTED BREAKS**

It can be easy to get carried away with your work, and with no colleagues there to remind you, forget to build in short breaks to your day. Take a short walk every couple of hours and make sure you take your lunch break.



### **PERFORMANCE & RESULTS**

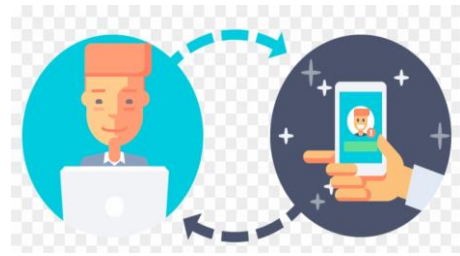
It is essential that once set up, you actually focus on the work you have to do. Make sure you:

- are clear on your priorities, tasks and responsibilities agreed with your employer
- achieve the results that are expected, within the timeframes expected.

## **COMMUNICATION**

It is essential that you remain in constant communication with your employer. Ensure you:

- are proactive in communicating (e-mail/phone/internal messaging...) with your co-workers, supervisors and management. Don't delay communicating issues – get them resolved!
- check your e-mail regularly
- participate in all required on-line or telephone hook-up meetings
- demonstrate trustworthiness by being predictable, reliable and following through on commitments
- update your colleagues and supervisor if you are not going to be contactable for any period.



## **RESPONSIBILITIES**



Even though you are working from home, and perhaps even more importantly so, you must continue to abide by the important workplace policies that are there to protect you and your employer. These include, but are not limited to:

- the company security and privacy policies
- codes of conduct
- health and safety policies
- IT policies and on-line protocols

## **FUTURE FORCE REQUIREMENTS**

### **TRAINING**

Your training time will be allotted and confirmed after agreement with your trainer. While these sessions will not be face-to-face, they will continue to take place via telephone. If your equipment allows, we also have the availability of using Zoom video conferencing or Facetime if necessary. Make sure you are available at the allotted time!



### **TIMESHEETS**



Timesheets continue to be required at the usual time, although it would be particularly helpful if you could get them completed prior to lunch each Wednesday. While you are not in a position to have your supervisor authorise your timesheet in the usual way (signature) we ask that you forward your timesheet to your supervisor (cc: [admin@futureforce.com.au](mailto:admin@futureforce.com.au) at this step) for approval prior to sending to us. An approval e-mail from your supervisor with timesheet attached will suffice. The additional layer of communication may take a little extra time, hence the request to commence the process earlier.