

# 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!

