Tips for Remote employees

As more employees than ever set up home offices, businesses are tasked with ensuring all their employees have the necessities to complete their work in a productive and secure setting. This checklist serves as basic guideline of what is required for remote employees.

Review Corporate Policies and Procedures

- Make sure all employees understand corporate policies and procedures
- Review your Incident Response procedure with all relevant parties
- Use one of the available tech solutions to help ensure compliance

Secure Workspace

- Ability to lock laptop and any business-relevant information when not in use
- Safely hold conversations without visitors eavesdropping or shoulder surfing

Wireless Security

- Change default WIFI Router passwords
- Enable WPA-2 or higher encryption
- Strong WEP password at minimum
- Ensure your local router firmware is updated

Personal Device Security

- Updated IOT Device firmware (Smart TV's, Surveillance cameras, etc.)
- Ensure default passwords are changed
- Update software on all devices within your home network (Corporate laptop, IOT devices such as cameras and Smart TV's, personal laptops/tablets, etc.)
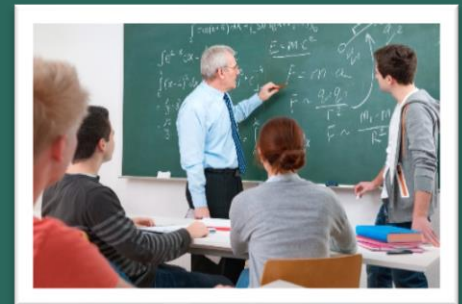
Limit Social Media Use

- Don't reveal business itineraries, corporate info, daily routines, etc
- Deploy technology that limits use if necessary

Laptops / Home Computers

- Do not share your corporate laptop for use with family or friends
- All corporate activities must be performed on the device provided by the organization

Collaboration Software

- Do you have enough licenses to have employees access Office 365 Online?
- Deploy MFA[1] to ensure secure access
- Be sure you are backing up properly in case of a cybersecurity or data loss.

Be on the lookout for an increase in phishing campaigns. Cyber theft continues to grow at an alarming rate, and the basic defense is employee vigilance.

Need help ensuring the productivity and security of your remote employees?

Contact us at office@kreston.co.il, we are here to help!

Multi factor authentication [1]