

# REDUCE YOUR RISK: WORKING FROM HOME TIPS

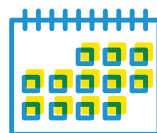
As the COVID-19 situation continues to spread across the globe, many organisations are extending the opportunity for employees to work from home. While it can sound like a great idea, working from home requires structure, routine and communication to ensure it is a productive experience for everyone. The following simple steps will help you establish good work from home practices.

## EXPECTATIONS



As a leader be clear on what you expect from your team. As a team member be clear on what is expected from you.

## ROUTINE



Establish a schedule and routine to help you stay focused. Be prepared to be flexible if business requirements change.

## BREAKS



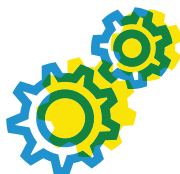
Ensure you take regular breaks including lunch. Step away from your work area and get some exercise if you can.

## COMMUNICATION



Ensure you communicate regularly and using different channels. Communicate much more than you think is needed.

## EVALUATE



Monitor how the situation is working and be prepared to change. Check in with your team leader regularly and be open to feedback.

## POSITIVES



Embrace the positives that working from home provide. Maximise any extra time you have such as saved commuting hours.

Working from home is not without some challenges. If you find that you are not as productive as possible or there are issues impeding your success, reach out to your leader for support. Communication is one of the most important aspects of working from home and it is important to maintain your connection with your leader and colleagues. We're here to help you navigate your way through this time so don't hesitate to call us if you need support.