

## 5 TIPS FOR EMPLOYEES

1. Review and follow your company's Remote Workers Policy.
2. Ensure your home Wi-Fi Security is set to WPA-2 or WPA-3 and make sure to change your Wi-Fi's default password.
3. Secure your computer.
  - a. Ensure the latest security patches are installed.
  - b. Require a password to login.
  - c. Set inactivity timeout to lock the screen when idle.
4. Use your company's VPN to do all work after connecting to the VPN including sending and receiving emails.
5. Check-in / Backup your work at end of the day to the company servers.



**If you suspect suspicious activity or have any questions please contact IT Support immediately.**

Statistics sourced from the U.S. Bureau of Labor and Statistics and a [CNBC article](#) from 2019.



**26+**  
**MILLION**  
Americans work  
remotely

**8**

**MILLION**

people worked completely  
at home in 2017



**82%**

of workers want to  
work from home at least  
1 day per week

**57%**

of workers want to work  
from home at least  
3 days per week



**43%**  
of Americans work  
from home at least  
occasionally



**115%**  
increase in the remote  
workforce between  
2005 and 2015



**42%**  
of those with advanced  
degrees perform some  
work from home