



# Remote Working Checklist for Employers

This checklist has been prepared to provide employers with a quick way to navigate the adoption of remote working arrangements. This checklist covers the key areas of consideration for remote working based on official guidance. Further information can be found at the [Guidance for Working Remotely webpage](#).

## Remote Working Checklist for Employers

Employment Conditions and Internal Policies	Yes	No	Next Steps Identified
Do we have a robust policy in place that deals with requests for remote working?			
Have we updated our other policies to factor in blended remote working options, including part-time and full-time from homes, hubs* or while travelling?			
Have we updated the company handbook and safety statement to include remote working options?			
In the case where a request for remote working has been facilitated, have we considered updating or issuing a new contract of employment to reflect these changes?			
Have we made employees aware of the tax allowance available to remote workers? If not, have we considered what, if any, contribution we will provide to employees toward household expenses such as internet, electricity and heating? (Revenue have provided <a href="#">guidance</a> on this).			
If the employee is working from another country, have we considered the tax, insurance and day to day management of the employment relationship?			
In the case of where we have offered remote working options on a temporary basis, have we included a review date and put a process in place to ensure the review deadline is not missed?			
Are our processes and procedures in relation to performance and management of staff robust enough to manage employees who work remotely?			
Are employees clear on their obligations if they are remote working, such as access to an adequate internet connection and to relevant systems and tools?			
Have we set up remote working arrangements on a voluntary basis with the option to opt-out for employees?			



Have we sought advice from our insurers in terms of employee liability for remote working options?			
Have we clarified with our insurers that our equipment is covered when used remotely?			
<b>The Organisation of Working Time</b>	<b>Yes</b>	<b>No</b>	<b>Next Steps Identified</b>
Are employees aware of their rights and responsibilities regarding taking regular breaks, annual leave and sick leave?			
Have we implemented a system that records time and attendance for those who work remotely?			
If this system involves monitoring software, have we checked its privacy policy to ensure it is non-intrusive to employees' privacy?			
Can we easily produce time and attendance reports for remote workers if asked to do so?			
Do we encourage employees who work remotely to take breaks in line with the <a href="#">Organisation of Working Time Act</a> ?			
Do we have a process in place whereby if an employee working remotely is working excessive hours on a regular basis that we counsel them to take their proper rest? Do we keep a record of this?			
Do we have a policy outlining expectations on email response times and responses out of normal working hours as per the <a href="#">Code of Practice on the Right to Disconnect</a> ?			
<b>Health and Safety</b>	<b>Yes</b>	<b>No</b>	<b>Next Steps Identified</b>
<b>General Health and Safety</b>			
Are our employees aware of their health and safety obligations whilst working remotely? (It is good practice to document that employees understand their health and safety obligations. The HSA has produced <a href="#">guidance</a> on this.)			
Have we updated our safety statement and policies to factor in remote working options?			
Has the remote working environment been assessed for health and safety risks? Have we kept a record of the assessment? (The scope of the assessment may include the home or a hub)			
Have we identified any safety or health risks? If yes, what control measures have we put in place to remove or reduce those risks?			



Have we provided the equipment necessary for employees to work remotely? If employees can provide their own equipment or they are working from a hub which provides equipment, have we assessed their suitability?			
Have we ensured that the IT equipment and office furniture is ergonomically designed and tested for employees working from home or in hub?			
Are our employees trained in managing safety issues whilst working remotely? Is this documented?			
Is the employee medically fit enough to work remotely if we are aware there is a medical issue?			
Does our safety statement set out the arrangements in the event of an accident or incident when an employee is working remotely?			
<b>Mental Health</b>			
Are wellbeing supports in place for employees working remotely?			
Have we considered methods to facilitate casual chats with colleagues for those working remotely, particularly those working at home full-time?			
Are there training options for remote employees on drawing work-life boundaries and safeguarding against overwork?			
<b>Equality Issues</b>	<b>Yes</b>	<b>No</b>	<b>Next Steps Identified</b>
Is our remote working policy fair and equal towards all employees, including with regard to the provisions of the Employment Equality Acts?			
Do we objectively and fairly consider each request for remote working? Can we objectively stand over our decision in the case of refusing a request for remote working? Have we considered an appeals policy for refused requests?			
Have we considered the potential for remote working to create a more inclusive, diverse workplace?			
Can we facilitate remote work as means of providing reasonable accommodation for employees with disabilities or long-term illnesses? This includes the provision of assistive technology where necessary.			



Do we have a process in place to manage complaints of harassment, including sexual harassment, that could occur whilst the employee is working remotely?			
Have we updated our policy on harassment and sexual harassment to include remote working options?			
Are there supports in place to ensure employees working remotely can maintain their visibility and access training, development and promotion opportunities?			
Do we have systems in place to ensure employees can participate in meetings virtually, or to attend in person as necessary?			
Are we accommodating for those working remotely who may not wish to work from home? Are we doing this in a way which lends sensitivity to those with difficult home circumstances?			

Training	Yes	No	Next Steps Identified
Can our current training options be accessed remotely?			
Have we considered the skillsets required for working remotely (time management, working independently, online communications, management skills)?			
Do our current training options cover these skillsets?			
Have we identified training solutions for employees working remotely, and their managers?			

Data Protection	Yes	No	Next Steps Identified
Have we implemented the appropriate technical and organisational measures to ensure that personal and sensitive data is kept confidential and secure for remote working? (The Data Protection Commission have produced <a href="#">guidance</a> on this)			
Have we updated our data protection policies to factor in remote working options such as homeworking, blended and hub* working?			
How secure is the personal and sensitive data when it is accessed remotely? Is it treated in the same or similar manner to a person who processes personal data in the office?			
Have we identified appropriate remote working software and reviewed their GDPR policies?			

\* Please note: "hubs" as used in this checklist includes co-working spaces.



Does our current training on data protection include advice for employees on safeguarding data when working remotely, whether it is from home, a hub or while travelling?			
Do we have full control of personal data or do employees use their own devices? If employees use their own devices, how can we secure the business data from their personal devices in the event of loss, theft or the employee leaving their employment?			
In what country is the employee physically located? For employees working overseas, have we considered the relevant data protection implications?			

Cybersecurity	Yes	No	Next Steps Identified
Have we provided information/training to employees on best practice for maintaining cybersecurity remotely? (The National Cyber Security Centre provides <a href="#">guidance</a> on this)			
Have we provided encrypted/protected devices to employees working remotely?			
Have we assessed the suitability of the remote working software (such as video conferencing software, workflow software and cloud technology) in maintaining cybersecurity?			

Culture	Yes	No	Next Steps Identified
Enterprise Ireland has published <a href="#">guidance</a> on the areas below.			
Have we engaged with our employees on what type of remote working they would like to engage in? (e.g. fully remote, blended, hub or home-based work)			
Do we have plans to collect and respond to feedback on how our new remote practices are working?			
If we are adopting blended working practices, have we considered how our workplace should be optimised to allow for increased learning, collaborating, mentoring and socialising?			
Have we developed informal social occasions to keep communication lines open between staff and allow for networking?			
Have we considered how to manage and communicate effectively with individuals and teams of remote workers? Do we have the right collaboration tools in place?			



Do we have a system in place for remote team building, onboarding, and mentoring of employees?			
Have we considered how to conduct meetings in an environment that includes both office and remote workers?			
Have we reviewed our team practices to engage and motivate employees in a remote environment?			
Have we reviewed our team practices around ownership, trust and accountability to facilitate remote work?			
Have we considered how innovation and creativity can be harnessed, and ideas shared to capture the dynamic contribution needed from fully remote and blended teams?			

## When Using Hubs

Data Protection	Yes	No	Next Steps Identified
Have we considered the data protection risks of using hubs, and do we have measures in place to offset these?			

Health and Safety			
Have we engaged with the managers of the hub/space on their health and safety policies?			
For employees working in a hub*, have they been informed of the fire and emergency response / fire drill procedure of that hub?			
Have we provided the equipment necessary for employees to work remotely? If employees are working from a hub which provides equipment, have we assessed their suitability?			
Have we discussed our procedure on bullying with the management of the hub? Is this included in the contract or service level agreement?			

Equality Issues			
Have we given the management of the hub a copy of our policy on harassment and sexual harassment?			
Have we discussed our procedure on harassment and sexual harassment with the management of the hub? Is this included in the contract or service level agreement?			
Have we checked that the hub is accessible to employees with a disability?			

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