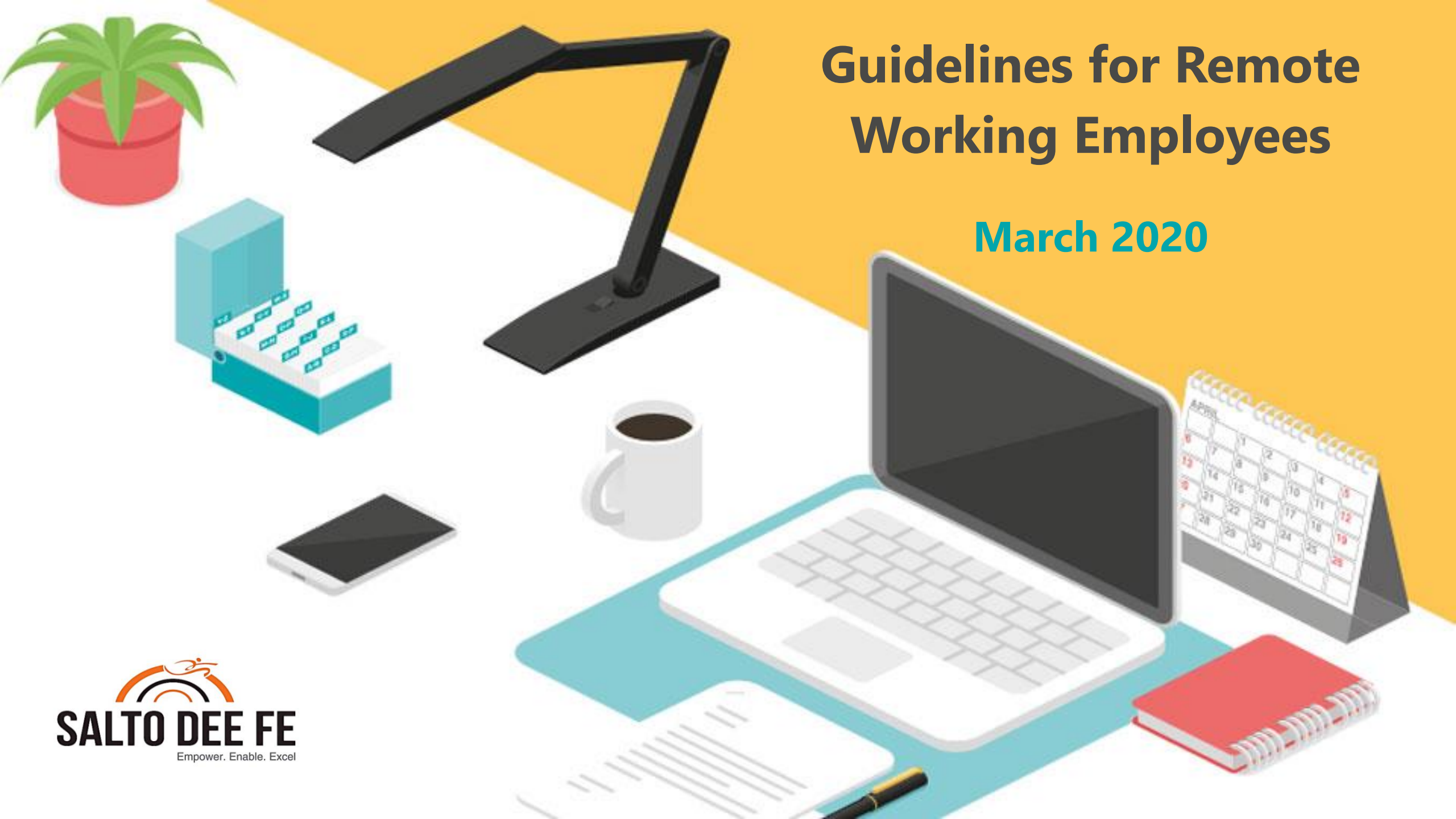


Guidelines for Remote Working Employees

March 2020



Introduction

Over the last few weeks, we all have been closely observing the COVID -19 situation and the manner in which it has spiralled out of control in many countries across the world. The Indian Government has taken bold and prudent steps to contain the virus spread.

Keeping in mind the current situation and guidance on social distancing by the medical experts, Corporate India is piloting remote working arrangements for their employees. While for some of you, this is part of the regular norm, for others this may be relatively new.

In this document, we are sharing some norms which you may like to refer to. This will help you as an individual in particular or the organization at large (managers & team members) to deliver in the remote working format more effectively.



Infrastructure Related Guidelines

- **Connectivity** - Ensure High speed internet connectivity is available. As a backup, you could use your Phones which have 4G connectivity to enable you to remain connected.
- **Collaboration Tools** – Ensure all the collaboration tools like Zoom/WhatsApp/Google Hangouts/Slack etc. that are used in your organization to connect internally/externally, are installed and working in your respective systems.
- **Assets**- Ensure all the necessary assets required for your work are available with you at your remote working space
- **Security** – In case your organization have any security related protocols; e.g. VPN, ISO related guidelines etc., ensure the same is configured on your laptops



Employee Guidelines to be Super Productive (1/2)

- Set up a desk/table instead of working on a couch/bed. Identify a quiet place at home to avoid distractions.
- Don't be tempted to start work the moment you get up. Use your "commuting" time to take fresh air, exercise and plan your day.
- Dress for work so that you are ready for virtual connects.
- Agree on individual core working hours with respective managers (including meetings/calls etc.). Pre-inform your manager about your working hours/ time for the day.
- Share daily work plan with the managers in advance to give a view of work deliverables.
- Agree with your managers a time to connect for discussing the work plan (deliverables) and the expectations on how you will share and review the same on a daily basis.



Employee Guidelines to be Super Productive (2/2)

- Keep pre-define short breaks for yourself and minimise distractions.
- Communicate actively with your manager. Intentionally communicate about when you're working and when you're not. Communicate proactively if you're late for a meeting or stuck in a previous meeting.
- At the end of the day, share an update with the manager on progress against each deliverable.
- At the time of logging out, formally sign off from all communication channels.
- If you have kids at home, maintain a schedule for them and use your breaks to engage with them.



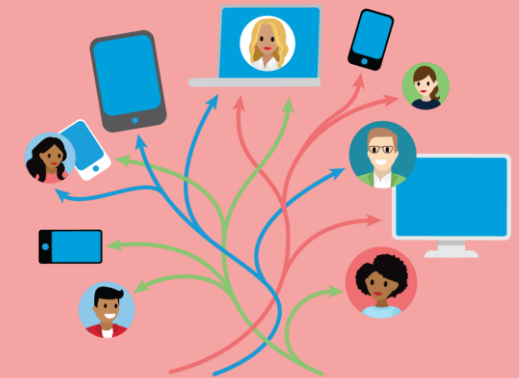
Managers Role to Facilitate Remote Working (1/2)

- The managers have to very quickly ensure about the infrastructure and that each of their team member has full access to all resources.
- Develop rituals and have a disciplined way of managing the day. Ensure daily check ins are scheduled with the team members.
- Connect more frequently with your team members to discuss around ongoing projects. Additionally take out time to have regular one-on-one conversations with the team members to ensure they have the required support available with them.
- While your virtual interactions, spend the first six to seven minutes checking in on people. Don't go straight to your agenda items. Instead, go around and ask everyone, *"How are you guys doing?"*



Managers Role to Facilitate Remote Working (2/2)

- Over communicate all the deliverables and expectations to ensure no aspect is missed out. While reviewing the work plan , ensure the same is captured.
- Have regular conversations with team members to ensure all organization related updates are communicated to them to maintain connect with the organization, because when they're at home, they feel like they've been extracted away from the mothership.
- CEO/Founder of the organization needs to be much more visible through video conferencing, or taped recording to give people confidence and calm them down and be healers- or hope-givers-in-chief.



Wellbeing Tips to Keep You Energized

- Get outside every day for fresh air and sunlight.
- Eat healthy, whole foods and keep lots of healthy snacks and fruit in the house. Drink lots of water –keep on desk all day.
- Stand up during the day –take calls standing, walking around house.
- Put a recurrent reminder on your calendar to get up, stretch, walk around, etc.
- Maintain exercise routines. Look for exercise apps such as 7-minute workout, Nike Training, etc.
- Maintain sleep schedule –aim for 7 -8 hours per night.
- Incorporate some ergonomic exercises into your workday.
- Make some time to pick up the phone and have a real conversations, rather than relying on email and instant messaging.



Thank You!

Let us hope that this unprecedented situation comes under control soon and we are able to meet each other more frequently! 😊

