



ITCON INC.

# Home Office Action Pack

---

**If you are going to let your employees work from a home office, please use these checklists to properly set up the workspace.** After we receive the information, we will have a meeting with your employee to make sure everything is running smoothly.

**Remember,** the success of your work from home project greatly resides on the ability of your employee to work productively and safely in this environment. If the workspace is not adequate or not conducive to productivity, the telecommuting agreement will fail!

## STOP!

**Before You Read Or Act On The Information Contained In This Document,  
Please Be Aware of Your Legal Responsibilities and Rights:**

**THIS PUBLICATION IS NOT A SUBSTITUTE FOR LEGAL COUNSEL**

The materials provided in this package are provided for informational purposes only, and do not constitute individualized legal, tax, financial or accounting advice. Your review and/or use of these documents do not establish any form of attorney-client relationship between you and [COMPANY], or any person or entity controlling or under the direct, or indirect, control of such entities. You should consult qualified legal, tax, human resource, financial or accounting counsel to determine the current law and how it may apply to your particular situation.

**Disclaimer and Legal Notices:** While all attempts have been made to verify the information provided in this template and any accompanying workbooks and reports, neither the Author nor the Publisher assumes any responsibility for errors, inaccuracies, or omissions. Before implementing these strategies, you must be aware of the various laws governing business transactions, marketing, or other business practices in your particular geographic location as some of the suggestions made in this book and audio program may have inadvertently introduced practices deemed unlawful in certain states, municipalities, and countries. This product and any accompanying information is not intended for use as a source of legal or accounting advice.

In all cases, you should consult the services of a professional, licensed attorney in all matters pertaining to the operation, delivery, and marketing of your business and services that is licensed in the state where you are conducting business AND who has expertise in employment law. You are solely responsible for any consequences, damages, loss, or interruption of business resulting from the use of this product.

**No Warranties:** All of the information provided in this product, audio files, web site, and communications, both written and verbal, are provided as is without warranty of any kind, either expressed or implied, including but not limited to the implied warranties of merchantability and fitness for a particular purpose. We do not warrant, guarantee, or make any representations regarding the use or the results of the use of the products and services we offer. The results and performance of this product and corresponding audio programs, web site, advice, and services are assumed by you.

**Limitation of Liability:** TO THE FULLEST EXTENT PERMITTED BY LAW, IN NO EVENT SHALL [COMPANY], OR ANY SUBSIDIARY, AFFILIATE, OFFICER, DIRECTOR, SHAREHOLDER, AGENT, EMPLOYEE OR REPRESENTATIVE THEREOF BE LIABLE TO YOU OR ANY THIRD PARTY MAKING A CLAIM THROUGH YOU FOR ANY DAMAGES WHATSOEVER, INCLUDING BUT NOT LIMITED TO ANY SPECIAL, INCIDENTAL, DIRECT, INDIRECT, PUNITIVE OR CONSEQUENTIAL DAMAGES WHATSOEVER (INCLUDING WITHOUT LIMITATION DAMAGES FOR LOSS OF PROFITS, LOSS OF USE, BUSINESS INTERRUPTION OR LOSS OF INFORMATION OR THE COST OF PROCUREMENT OF SUBSTITUTE PRODUCTS OR SERVICES), ARISING OUT OF OR RELATED TO YOUR CONTRACT, THESE TERMS AND CONDITIONS, OR THE USE OF THE PRODUCTS, INFORMATION, OR SERVICES PROVIDED BY [COMPANY] EVEN IF [COMPANY] HAVE BEEN ADVISED OF THE POTENTIAL FOR SUCH DAMAGES AND WHETHER SUCH DAMAGES ARISE IN CONTRACT, NEGLIGENCE, TORT, UNDER STATUTE, IN EQUITY, AT LAW OR OTHERWISE. NOTWITHSTANDING ANY PROVISION TO THE CONTRARY CONTAINED IN YOUR CONTRACT OR THESE TERMS AND CONDITION.

## Remote Employer Security Checklist

---

- ❑ Make sure the employee has everything that they need to create a home office. Computer, Monitor, Network Cables, Power Cords, Power Bar and Phone.
- ❑ Get employee permission to access their home computer and test the internet to make sure that it can handle the VPN connection.
- ❑ Get employee permission to install S1 and Huntress onto their computer. Get a DUO License for each remote user and contact ItCon Support to set it up.
- ❑ Make sure your employee schedules a training time with ItCon support to make sure that all the equipment is properly installed and the employee can access necessary files and receive and send phone calls.
- ❑ Require secure access in order to securely access and exchange files, Office 365 has Sharepoint or Sharefile.
- ❑ Set the laptop for either 10 minute or 15 minutes to lock the desktop and require authentication to regain access.
- ❑ Require two factor authentication for access to the corporate resources. A password and a code for their phone or fingerprint on their phone.
- ❑ Enable local encryption on the laptop and computer, make sure you keep the encryption key locked up and safe.
- ❑ Make sure the employee has pens, paper and any other necessary office materials needed.
- ❑ Make sure your employee knows how to contact ItCon immediately if something does not look right or if there are any breaches to security.



## Remote Employee Security Checklist

DATE\_\_\_\_\_

EMPLOYEE\_\_\_\_\_ DEPT.\_\_\_\_\_ CELL \_\_\_\_\_

ADDRESS\_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

- ☐ Have a secure space to install and maintain your company's equipment that can be locked during non-workday hours and at night.
- ☐ Do not use the corporate laptop for personal use. Have a secondary computer or use your phone for personal use. This includes email
- ☐ Do not write your password down anywhere and make sure that you use a strong password and that you change it often
- ☐ Maintain a clean desk policy at home, putting all papers and notes away before leaving the room. Keep your file cabinet locked
- ☐ Make sure you use a secure WPA-2 or higher encryption for your Wifi Router. Make sure to change the default password on the router
- ☐ Make sure you have a comfortable chair or standing desk along with a foot pad, 4 to 6 to 8 hours at your desk will take a toll on your body and especially your back
- ☐ Exercise at least twice during the day, get up from the desk and walk around the house or your neighborhood
- ☐ Make sure you maintain your equipment and clean your desk or working area regularly
- ☐ Report any unusual activity immediately to ItCon and make sure you file an incident report for any suspicious activity
- ☐ Plan your day and work your plan, working at home is not for everyone. Stay focused and productive on work at your home office

# Securing A Remote Workforce



## Passwords

Passwords remain the frontline defense for accessing critical data and applications. Remote working adds to the complexity of relying on the security of every employee's home network.

- ✓ Ensure that the home router password is not easily guessed and does not include your address or personal names.
- ✓ Enable multi-factor authentication (password + one other requirement such as a text message) whenever possible, including access to critical data in cloud applications used for data and document sharing.



## Patches

Operating system security patches must be accepted and stay up to date.

- ✓ Employees to have their operating systems should always be set to automatically update.
- ✓ Remind employees — weekly — to accept all relevant security patches.



## Phishing

We can always expect online scams, social engineering, and phishing attempts. Hackers and criminals are sure to use any means necessary and their insatiable desire to trick people.

- ✓ Always “mouse” over the email sender’s name to determine the sender’s true origin to ensure the sender’s name is not fraudulent.
- ✓ Most individual ransomware emails are fake. If you can, ensure that you have the emails verified by a security professional before responding.
- ✓ Every company should identify a point of contact within the company whom every employee should contact when he/she receives a phishing email or individual ransomware. This awareness and communication will inform employees of current tactics of malicious actors.



## Social Distancing

Social distancing works online too.

- ✓ Limit the amount of personal data that you are sharing on social media to reduce your threat landscape.
- ✓ Share all data via online secure cloud applications. USB memory sticks should not be used to share data as they can spread malware.

EMPLOYEE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## Remote Office Safety Checklist

- ☐ Does the space seem adequately ventilated?
- ☐ Is the space reasonably quiet?
- ☐ Are all stairs with 4 or more steps equipped with handrails?
- ☐ Are all circuit breakers and/or fuses in the electrical panel labeled as to intended service? \_\_\_\_\_
- ☐ Do circuit breakers clearly indicate if they are in open or closed position?
- ☐ Is all electrical equipment free of recognized hazards that would cause physical harm (frayed wires, bare conductors, loose wires, flexible wires running through walls, exposed wires fixed to the ceiling)?
- ☐ Are electrical outlets 3 pronged (grounded)?
- ☐ Are aisles, doorways, and corners free of obstructions to permit visibility and movement?
- ☐ Are file cabinets and storage closets arranged so drawers and doors do not open into walkways? \_\_\_\_\_
- ☐ Do chairs appear sturdy?
- ☐ Is the space crowded with furniture?
- ☐ Are the phone lines, electrical cords, and extension wires secured under a desk or alongside a baseboard?
- ☐ Is the office space neat and clean?
- ☐ Are floor surfaces clean, dry, level, and free of worn or frayed seams?
- ☐ Are carpets well secured to the floor and free of frayed or worn seams?
- ☐ Is there a fire extinguisher in the home, easily accessible from the office space? Are they current? \_\_\_\_\_
- ☐ Is there a working (test) smoke detector within hearing distance of the workspace (required)? \_\_\_\_\_
- ☐ Will the employee agree to arrange for an energy audit of the home by the local utility company and fire safety inspection by the local fire department within 30 days of the signing of their work from home agreement?
- ☐ We agree that in our opinion this is an acceptable home office space that allows the employee a reasonable opportunity to meet the job requirements as a telecommuter.

SITE INSPECTED BY \_\_\_\_\_ DATE \_\_\_\_\_



## Telecommuting Employee Agreement

The following constitutes an agreement between [Your Business] and [Employee].

**Disclaimer and Legal Notices:** [Employee] agrees to participate in the telecommuting program and to adhere to the applicable guidelines and policies. [Your Business] concurs with the employee's participation and agrees to adhere to the applicable guidelines and policies.

**Terms and conditions.** The telecommuting agreement is subject to the following terms and conditions:

**Duration.** This agreement will be valid for a period of [specify term] beginning on [start date] and ending on [end date]. At the end of that time, both parties will participate in a review which can result in the continuation, termination or revision of the agreement.

**Work hours.** Employee's work hours and work location are specified in the Attachment at the end of this agreement.

**Pay and attendance.** All pay, leave and travel entitlement will be based on the employee's primary business location. Employee's time and attendance will be recorded as performing official duties at the primary business location.

**Leave.** Employees must obtain approval before taking leave in accordance with established office procedures. By signing this form, employee agrees to follow established procedures for requesting and obtaining approval of leave.

**Overtime.** The employee will continue to work in pay status while working at the home office. An employee who works overtime that has been ordered and approved in advance will be compensated in accordance with applicable law and rules. The employee understands that [Your Business] will not accept the results of unapproved overtime work and will act vigorously to discourage it. By signing this agreement, the employee agrees that failing to obtain proper approval for overtime work may result in removal from the telecommuting program or other appropriate action.

**Inspection.** The telecommuting location will be inspected periodically to ensure that proper maintenance of [Your Business] equipment is performed, and that safety standards are met. Notice must be given to the employee at least 24 hours in advance of the inspection, which must occur during normal working hours.

**Liability.** [Your Business] will not be liable for damages to the employees' property that result from participation in the telecommuting program.

**Reimbursement.** [Your Business] will not be responsible for operating costs, home maintenance, or any other incidental cost (e.g., utilities) whatsoever, associated with the use of the employee's residence. The employee does not relinquish any entitlement to reimbursement for authorized expenses incurred while conducting business for [Your Business].

**Workers' Compensation.** The employee is covered under the Workers' Compensation Law if injured in the course of performing official duties at the telecommuting location.

**Work assignments.** The employee will meet with [designate contact person] to receive assignments and to review completed work as necessary or appropriate. The employee will complete all assigned work according to work procedures mutually agreed upon by the employee and [the contact person] according to guidelines and standards stated in the employee's performance plan.

**Employee evaluation.** The evaluation of the employee's job performance will be based on norms or other criteria derived from past performance and occupational standards consistent with these guidelines. For those assignments without precedent or without standards, regular and required progress reporting by the employee will be used to rate job performance and establish standards. The employee's most recent performance appraisal must indicate fully achieved standards.

**Records.** The employee will apply approved safeguards to protect [Your Business] records from unauthorized disclosure or damage. Work done at the telecommuting location is considered [Your Business] business. All records, papers, computer files, and correspondence must be safeguarded for their return to the primary business location.

**Curtailement of the agreement.** [Specify whether the employee may continue working for your business if the employee no longer wishes to telecommute. Also specify the circumstances under which the telecommuting agreement will be terminated by your business (e.g., if continued participation fails to satisfy business needs) and the consequences of that termination on the worker's continued employment.]

**Performance location.** The employee agrees to limit performance of assigned duties to the primary business location or to the approved home location. Failure to comply with this provision may result in termination of the telecommuting agreement and/or other appropriate disciplinary action.

EMPLOYEE \_\_\_\_\_ DATE \_\_\_\_\_

EMPLOYER \_\_\_\_\_ DATE \_\_\_\_\_

# Employee Equipment Issue Agreement

This agreement is made this \_\_\_\_\_ day of \_\_\_\_\_, 200 \_\_\_\_, between \_\_\_\_\_ (Employer) and \_\_\_\_\_ (Employee).

In order to effectively perform their assigned tasks, Employee may use [YOUR COMPANY'S] equipment, as outlined below, at the telecommuting location with the approval of [EMPLOYEE'S MANAGER]. Such equipment must be protected against damage and unauthorized use. [YOUR COMPANY'S] owned equipment will be serviced and maintained by [YOUR COMPANY]. Any equipment outside of the equipment outlined below and used by the employee will be at no cost to [YOUR COMPANY], and will be maintained by the employee.

[YOUR COMPANY] agrees to provide the following described property to Employee, while Employee is in employment of [YOUR COMPANY]. In consideration of the use of this property at no cost of Employee, Employee assumes the risk of and shall be responsible for any loss or damage to the property specific to this agreement. In the case of loss, Employee shall be liable for not more than the actual original purchase amount of the property. In the case of damage, the Employee shall be not be liable for more than the cost of repair of the property or replacement with comparable materials.

Employee agrees to return the issued property, all or in part, to Employer upon demand of

Employee's Manger or any officer of [YOUR COMPANY]. The time frame shall be immediate, if the property is immediately accessible to the Employee or the next day from the time of notification by the Manager.

In case of loss, damage or failure to return product upon request, the Employee authorizes [YOUR COMPANY] to deduct an amount specific to the total loss and/or repair of the product from

Employee's paycheck. Should there remain a balance due after deductions have been made; Employee agrees to pay [YOUR COMPANY] the balance due. Should the Employee refuse to pay Employer for any balance due, Employer has the right to collect the balance through the Municipal Courts of the County [YOUR COUNTY]. The Courts ruling in favor of the Employer in any dispute of balance due, the Employee shall be responsible for all attorneys' fees, collection fees and Court costs.

## DESCRIPTION OF PRODUCT ISSUED:

ITEM	SERIAL NUMBER	QTY	EXTENDED PRICE

EMPLOYEE \_\_\_\_\_ DATE \_\_\_\_\_

EMPLOYER \_\_\_\_\_ DATE \_\_\_\_\_



# Weekly Work Hours

THE FOLLOWING HOURS AND LOCATIONS ARE AGREED TO IN SUPPORT OF THE TELECOMMUTING AGREEMENT.

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

DAY	HOURS	DATE	LOCATION (HOME, OFFICE, OTHER)
MONDAY	_____ - _____	____ / ____ / 20	
TUESDAY	_____ - _____	____ / ____ / 20	
WEDNESDAY	_____ - _____	____ / ____ / 20	
THURSDAY	_____ - _____	____ / ____ / 20	
FRIDAY	_____ - _____	____ / ____ / 20	
SATURDAY	_____ - _____	____ / ____ / 20	
SUNDAY	_____ - _____	____ / ____ / 20	

COMMENTS (SCHEDULE FLEXIBILITY, ETC.):

\_\_\_\_\_  
\_\_\_\_\_

EMPLOYEE \_\_\_\_\_ DATE \_\_\_\_\_

EMPLOYER \_\_\_\_\_ DATE \_\_\_\_\_