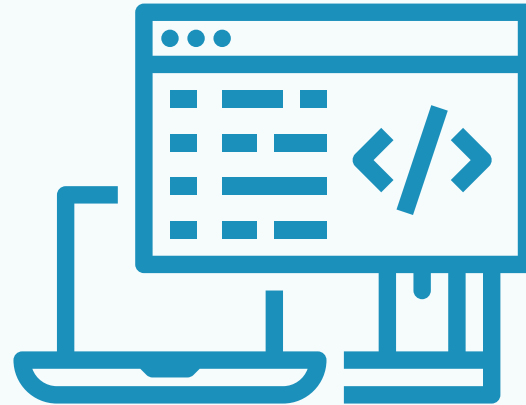


# HOME OFFICE CHECKLIST



1. Home office foundations



2. IT equipment and communication technology



3. ALPEIN Software product portfolio



4. Organizational and administrative preparation



5. Manage your own home office



6. Privacy



7. Remote leadership



8. Online meetings



9. Legal basics

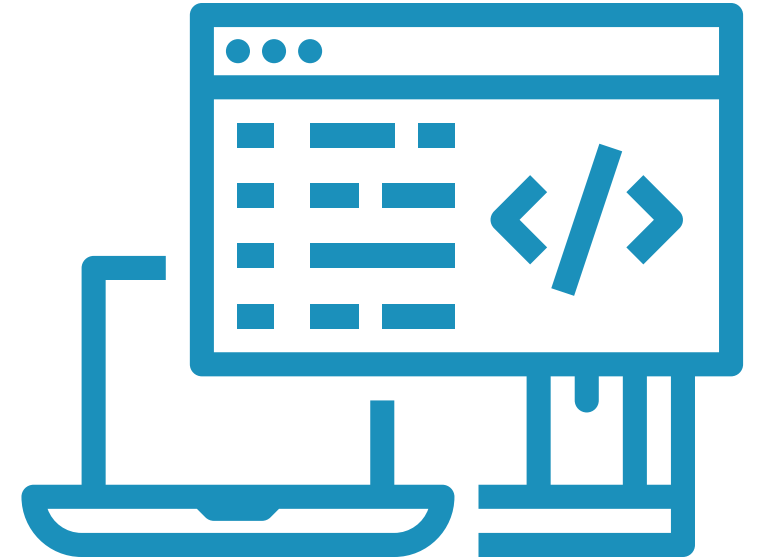
# 1. Home office foundations

- Make a change to the new, cost-effective home office option
- All important processes are digitized and carried out with the highest efficiency
- Location-independent (remote) home office workstations
- Save high costs for stationary building units and their equipment and react more flexibly to personnel fluctuations



## 2. IT equipment and communication technology

- Equip the home office workstation with a PC or laptop
- Choose the facilities to organise the fully functional workplace: software, printer, Internet connection, telephone, headset and office equipment
- Use the right tools for remote work, communication and web conferences:
  - Virtual desktop for flexible and secure task completion, which keeps data safe within the company;
  - Messenger for quick chats, audio and video calls and conference service to provide smooth teamwork;
  - Password manager for easy password storage and sharing within the company;
  - Email service for secure mailing



### 3. ALPEIN Software product portfolio

The entire range of services for home office, secure communication and data exchange and storage on one platform:

- Remote Desktop
- Instant Messenger
- Data exchange
- Video conference
- Email service
- Password manager

Get the implementation advice from the ALPEIN Software upon request



## 4. Organizational and administrative preparation



- Be transparent with everyone involved about home office workers and regulate communication
- Make general structural and procedural foundations as well as entrepreneurial framework conditions, management guidelines, corporate identity rules accessible to working from home employees
- All employees of the entire company should know the current corporate structure in order to ensure smooth contact maintenance at all times in daily practice
- Define Tasks, ToDo's, Competencies, Decision permissions and goals for the home offices and transfer them to home or remote employees
- Create a basic skill set for recruiting home office employees
- Define processing and deployment requirements for home office employees in the form of work instructions.

## 5. Manage your own home office

- Create the basis for digitized work in the home office
  - > A comfortable workplace situation creates wonders!
- Control your own efforts with self-management
- Stay up to date by attending meetings and maintaining contact with colleagues
- Strict compliance with security principles when working with the Internet, software and files



## 6. Private life and home office

- Bring variety to everyday home office routine
- Practice self-discipline, avoid apathy in everyday work
- Cope with challenges from related to family members or children who may be also in the household



## 7. Remote leadership - Leading virtual teams successfully

- Create the basis for suitable digital communication techniques and qualified project management
- Define rules of conduct and team rules and do not underestimate them
- Ensure the availability of remote participants with appointment planning
- Include short private and motivational conversations
- Plan special features in international or intercultural teams





## 8. Online meetings

- Observe the work situation, tasks, work progress, plan specifications, goals and deficits as essentials
- Plan online meetings, define meeting goals, choose communication technology and IT infrastructure
- Create an agenda, invite participants and inform about expectations regarding results and goals
- Define the roles and tasks of the moderator and the person responsible for the minutes
- Enforce guideline rules and compliance with personal behavior (etiquette) in online meetings
- From the moderator's side, the meeting controls must be set up so that
  - all items within the agenda are supposed to be processed, the meeting goals should be achieved
  - the meeting should be ended on time
  - a trouble-free meeting process should be guaranteed
  - the meeting can be recorded for the statistical processes and future improvements



## 9. Legal basics

- Observe general information about home office operations in Switzerland and the (EU) GDPR for Swiss companies
- Communicate EU GDPR basics as well as GDPR-relevant software and security aspects for home offices
- Inform home office workers about possible official controls regarding compliance with the GDPR regulations
- Inform about regulations on hardware usage, company and private devices as well as processing or storage of company or private data
- Observe additional requirements when processing personal data in the mobile office
- Implement and ratify the employment contract law for home office workers





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