



## Remote working compliance checklist

Do your employees work remotely or combine working from home with work in the office? Use this checklist to make sure you are on the right side of regulatory requirements for each scenario.

Have you...	Yes	No
1) ...adopted an internal policy to regulate remote/hybrid working arrangements?		
2) ...described the procedure for reimbursing employee expenses in an internal regulation and/ or addendum to employment agreement?		
3) ...created a safe working environment in the office, including for the 'hybrid' employees?		
4) ...ensured the acknowledgment of health and safety requirements by employees who use the equipment or tools recommended/provided by your organisation?		
5) ...established a procedure for exchanging electronic documents with remote employees in an internal regulation?		

If any of the answers is 'no', you might want to address the respective area(s) to ensure compliance. Deloitte team will gladly support you in these questions.



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