



Ten golden rules for teleworking

1. Abide by the Working Conditions Act (Arbowet), among other things by establishing a risk inventory and evaluation.
2. Provide employees with the appropriate equipment.
3. Ensure the work station is arranged ergonomically.
4. Invest time in informing employees of the risks associated with teleworking and the importance of the correct working position.
5. Respect the personal living space of your employees.
6. Conclude agreements with staff regarding work objectives to be achieved.
7. Discuss possible fiscal benefits with your accountant.
8. Check that the necessary insurance cover is in place.
9. Draw up ICT user guidelines for the use of equipment that you have made available.
10. Establish a teleworking protocol.