**Remote Work Internal Control Policy Areas for Consideration**

**10.15.24**

**1. Technology and Security**

* Secure Access: Implement VPNs and multi-factor authentication.
* Data Protection: Ensure data encryption for sensitive information.
* Device Management: Use Mobile Device Management (MDM) solutions.
* Regular Updates: Keep software and hardware updated with the latest security patches.

**2. Communication Protocols**

* Official Channels: Use approved communication tools (e.g., Microsoft Teams, Zoom).
* Clear Guidelines: Establish guidelines for email, messaging, and video conferencing.
* Periodic Check-ins: Schedule regular virtual meetings to maintain team cohesion.

**3. Performance Monitoring**

* Set Clear Goals: Establish measurable objectives and key performance indicators (KPIs).
* Activity Logs: Maintain logs of tasks completed during remote work hours.
* Regular Reviews: Conduct periodic performance reviews via virtual platforms.

**4. Data Access Controls**

* Role-Based Access: Grant data access based on role necessity only.
* Audit Trails: Monitor and log access to critical systems and data.
* Restricted Permissions: Limit permissions for downloading or sharing sensitive information.

**5. Compliance with Policies**

* Adherence to Laws: Ensure compliance with state and federal regulations regarding remote work.
* Employee Training: Provide training on policies, cybersecurity, and best practices for remote work.
* Reporting Mechanisms: Establish channels for reporting issues or breaches in protocols.

**6. Work Environment Standards**

* Ergonomic Setup: Provide guidelines or resources for setting up a home office ergonomically.
* Privacy Considerations: Ensure that employees have a private space to work from home without distractions.
* Health & Safety Checks: Periodically check if employees are maintaining a safe working environment.

**7. Incident Response Plan**

* Quick Action Protocols: Develop protocols for quick response to security incidents or breaches while working remotely.
* Reporting Incidents: Set up clear procedures for reporting technical issues or security concerns immediately.