

REMOTE WORKING: TEN TOP TIPS FOR EMPLOYERS

1 MAKE SURE YOU KNOW WHERE YOUR EMPLOYEES ARE



Some people may assume that if they're not required to be in the office, it doesn't matter where they work. However, this is not always true. Ask your employees to check with HR before working overseas so that they can evaluate the risks in terms of income tax or social security liability, local reporting considerations, local employment laws and/or immigration issues.

2 ASSESS AND MITIGATE HEALTH AND SAFETY RISKS



Provide guidance to employees to help them review and risk assess their home working environment. Consider offering additional equipment – this can improve productivity and also mitigates the risk of legal claims.

3 TAKE TIME TO CHECK IN WITH EMPLOYEES



Schedule regular check-ins with employees (ideally one to one and in groups) to ensure that employees are able to connect with co-workers, and to help identify any concerns about wellbeing.

4 SIGNPOST WELLBEING RESOURCES



Make sure employees know what support is available if they are struggling. Communicate what help and resources are available and remind employees how they can access them.

5 CHECK INSURANCE COVER



Make sure your business insurance policies cover employees working from home. Often they will, but this will not necessarily be the case. Seek additional cover if necessary.

6 REMIND EMPLOYEES OF SICKNESS POLICIES



Employees can feel pressure to work while unwell, especially when working from home. Remind employees that the current sick leave policies continue to apply while remote working and that they should take sick leave if they are not well enough to work.

7 THINK ABOUT DATA PROTECTION AND CONFIDENTIALITY



Remote workers may be sharing their workspace and using their own devices. Remind them of the importance of maintaining confidentiality and provide guidance on how to comply with data protection principles, eg using secure network connections, updating anti-virus software and locking away printed docs.

8 CONSIDER REQUESTS FOR LONGER-TERM REMOTE OR HYBRID WORKING



Employees in Jersey have a statutory right to request flexible working. While employees in Guernsey don't, you should carefully consider requests to avoid other employment law risks, maintain good employee relations and retain talent. Think about how best to document any new working arrangement, whether to start with trial period and, if so, how and when to review it.

9 UPDATE POLICIES



Put in place a flexible working policy to document what is expected of employees working remotely. Also review other existing policies as relevant in light of the shift towards remote or hybrid working.

10 BE INCLUSIVE



Make sure you operate in a way that is inclusive of those working from home. For example, ensure that those working away from the office can join any important meetings remotely and that work is not allocated according to employees' physical location.

For more advice on remote working or any aspect of employment law in the Channel Islands, please contact Danielle Brouard.



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