



**Your job  
flexibility**

## **Our Smart Working checklist**

A practical checklist to get yourself  
ready for Smart Working.

The future is exciting.

**Ready?**



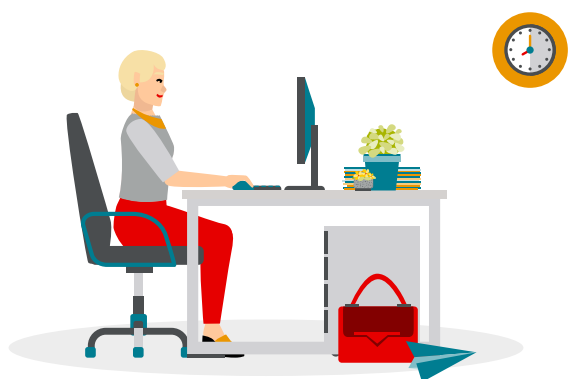
## Health & Safety

Health and safety considerations of your working environment are important at home as well – go through our checklist so that you are happy your workspace is a safe environment.



## On work-life balance

Check the following boxes so that you can enjoy a smooth Smart Working experience.



## Checklist:

I've made sure that all potential safety or health risks are either removed or reduced.

My IT equipment and office furniture are fit for Smart Working.

Check if your employer offers any training for managing safety issues while working remotely

Consider whether any medical issues may make working remotely unsuitable.

I'm aware of the fire drill procedure (applicable only if you work in a co-working space).

I'm aware of the arrangements in the event of an accident or incident.

I've read the latest updates of my company's safety statement and policies related to Smart Working.

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There's a time and attendance system in place to track my work hours.

I can access my time and attendance reports with ease.

I'll take breaks during my working hours.

In case of working overtime, it's important that I also take rest time.

