



Remote Working Checklist for Employers

This checklist has been prepared to provide employers with a quick way to navigate the adoption of remote working arrangements. This checklist covers the key areas of consideration for remote working based on official guidance. Further information can be found at the [Guidance for Working Remotely webpage](#).

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Employment Conditions and Internal Policies	Yes	No	Next Steps Identified
Do we have a robust policy in place that deals with requests for remote working?			
Have we updated our other policies to factor in blended remote working options, including part-time and full-time from homes, hubs or while travelling?			
Have we updated the company handbook and safety statement to include remote working options?			
In the case where a request for remote working has been facilitated, have we considered updating or issuing a new contract of employment to reflect these changes?			
If the employee is working from another country, have we considered the tax, insurance and day to day management of the employment relationship?			
In the case of where we have offered remote working options on a temporary basis, have we included a review date and put a process in place to ensure the review deadline is not missed?			
Are our processes and procedures in relation to performance and management of staff robust enough to manage employees who work remotely?			
Have we set up remote working arrangements on a voluntary basis with the option to opt-out for employees?			



The Organisation of Working Time and Employment Rights	Yes	No	Next Steps Identified
Do contracts/terms and conditions for remote workers state the place of work for such employees? Where there is no fixed or main place of work, the terms should specify the places at which the employee is required or permitted to work.			
Do employees' terms/contracts set out the number of hours which you reasonably expect the employee to work on a normal working day and normal working week?			
Do we have arrangements in place to ensure that employees receive daily rest from work (at least 11 consecutive hours over a 24-hour period)?			
Do we have arrangements in place to ensure that employees receive weekly rest from work (at least 35 consecutive hours over a 7-day period)?			
Do we have arrangements in place to ensure that employees receive breaks at work (at least 15 minutes after 4 ½ hours worked and 30 minutes after 6 hours worked)?			
Do we have arrangements in place to ensure that employees do not, on average, work more than 48 hours each week?			
Do we have arrangements and/or a system in place to record working time and attendance (including start and finishing times) for those who work remotely? Employers Record Log			
If the time recording system is electronic and involves monitoring software, have we checked its privacy to ensure it is non-intrusive to employees' privacy?			
Do we ensure that employees who work remotely avail of their annual leave entitlements (minimum of 20 days per year or 8% of hours worked each year)?			
Do employees who work remotely and are required to work on a Public Holiday receive an extra days' pay, a paid day off within a month or an extra days' leave or extra days pay?			



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Do we ensure that employees who work remotely receive and avail of Protective Leave (Maternity, Paternity, Parental, Adoptive and Parent) entitlements?			
Do we have arrangements in place to ensure that employees who work remotely receive their wage payments on a prescribed day by an agreed method?			
Do we have arrangements in place to ensure that remote workers receive a statement of wages (payslip) with every payment of wages or, where wages are paid by credit transfer, as soon as possible after that transfer has taken place?			
Do we keep records to show that working time, annual leave, protective leave and other entitlements and obligations are complied with and that these records are held for at least 3 years and are available for inspection?			
Do we have a communications plan in place outlining expectations on email response times and responses out of working hours? Has this been agreed between employee and manager?			
Health and Safety	Yes	No	Next Steps Identified
General Health and Safety			
Are our employees aware of their health and safety obligations whilst working remotely? (It is good practice to document that employees understand their health and safety obligations. The HSA has produced guidance on this.)			
Have we updated our safety statement and policies to factor in remote working options?			
Has the remote working environment been assessed for health and safety risks? Have we kept a record of the assessment? (The scope of the assessment may include the home or a hub)			



Have we identified any safety or health risks? If yes, what control measures have we put in place to remove or reduce those risks?			
Have we sought advice from our insurers in terms of employee liability for remote working options?			
Have we provided the equipment necessary for employees to work remotely? If employees can provide their own equipment or they are working from a hub which provides equipment, have we assessed their suitability?			
Have we clarified with our insurers that our equipment is covered when used remotely?			
Have we ensured that the IT equipment and office furniture is ergonomically designed and tested for employees working from home or in hub?			
Are our employees trained in managing safety issues whilst working remotely? Is this documented?			
Is the employee medically fit enough to work remotely if we are aware there is a medical issue?			
Does our safety statement set out the arrangements in the event of an accident or incident when an employee is working remotely?			
Mental Health			
Are wellbeing supports in place for employees working remotely?			
Have we considered methods to facilitate casual chats with colleagues for those working remotely, particularly those working at home full-time?			
Are there training options for remote employees on drawing work-life boundaries and safeguarding against overwork?			
Equality Issues	Yes	No	Next Steps Identified
Is our remote working policy fair and equal towards all employees, including with regard to the provisions of the Employment Equality Acts?			



Do we objectively and fairly consider each request for remote working? Can we objectively stand over our decision in the case of refusing a request for remote working? Have we considered an appeals policy for refused requests?			
Have we considered the potential for remote working to create a more inclusive, diverse workplace?			
Can we facilitate remote work as means of providing reasonable accommodation for employees with disabilities or long-term illnesses? This includes the provision of assistive technology where necessary.			
Do we have a process in place to manage complaints of harassment, including sexual harassment, that could occur whilst the employee is working remotely?			
Have we updated our policy on harassment and sexual harassment to include remote working options?			
Are there supports in place to ensure employees working remotely can maintain their visibility and access training, development and promotion opportunities?			
Do we have systems in place to ensure employees can participate in meetings virtually, or to attend in person as necessary?			
Are we accommodating for those working remotely who may not wish to work from home? Are we doing this in a way which lends sensitivity to those with difficult home circumstances?			
Training	Yes	No	Next Steps Identified
Can our current training options be accessed remotely?			
Have we considered the skillsets required for working remotely (time management, working independently, online communications, management skills)?			
Do our current training options cover these skillsets?			
Have we identified training solutions for employees working remotely, and their managers?			



Data Protection	Yes	No	Next Steps Identified
Have we implemented the appropriate technical and organisational measures to ensure that personal and sensitive data is kept confidential and secure for remote working? (The Data Protection Commission have produced guidance on this)			
Have we updated our data protection policies to factor in remote working options such as homeworking, blended and hub ¹ working?			
How secure is the personal and sensitive data when it is accessed remotely? Is it treated in the same or similar manner to a person who processes personal data in the office?			
Have we identified appropriate remote working software and reviewed their GDPR policies?			
Does our current training on data protection include advice for employees on safeguarding data when working remotely, whether it is from home, a hub or while travelling?			
Do we have full control of personal data or do employees use their own devices? If employees use their own devices, how can we secure the business data from their personal devices in the event of loss, theft or the employee leaving their employment?			
In what country is the employee physically located? For employees working overseas, have we considered the relevant data protection implications?			
Cybersecurity	Yes	No	Next Steps Identified
Have we provided information/training to employees on best practice for maintaining cybersecurity remotely? (The National Cyber Security Centre provides guidance on this)			
Have we provided encrypted/protected devices to employees working remotely?			
Have we assessed the suitability of the remote working software (such as video conferencing software, workflow software and cloud technology) in maintaining cybersecurity?			

¹ Please note: “hubs” as used in this checklist includes co-working spaces.



When Using Hubs			
Data Protection	Yes	No	Next Steps Identified
Have we considered the data protection risks of using hubs, and do we have measures in place to offset these?			
Health and Safety			
Have we engaged with the managers of the hub/space on their health and safety policies?			
For employees working in a hub, have they been informed of the fire and emergency response / fire drill procedure of that hub?			
Have we provided the equipment necessary for employees to work remotely? If employees are working from a hub which provides equipment, have we assessed their suitability?			
Have we discussed our procedure on bullying with the management of the hub? Is this included in the contract or service level agreement?			
Equality Issues			
Have we given the management of the hub a copy of our policy on harassment and sexual harassment?			
Have we discussed our procedure on harassment and sexual harassment with the management of the hub? Is this included in the contract or service level agreement?			
Have we checked that the hub is accessible to employees with a disability?			