

# BAMBOO'S REMOTE WORKER GUIDE

As the working landscape of the UK and the world changes dramatically to manage the COVID-19 threat, many teams will be working outside their standard, secure office environment, meaning that they will be more open to cyber vulnerabilities. So, we wanted to provide some tips and tricks to stay cyber savvy when working from home.



## Stay Connected

Make sure you're touching base with your team and work colleagues. Regularly set up video meetings for a coffee and a catch up. Make sure human elements are factored in to your working day.

Take a break, it's all too easy to feel obligated to stay at your computer 9am to 5pm – go for a walk, sit in the sun, make a cup of tea, break up the day the way you would in the office.

Keep it real time with instant messaging. This is a great way for individuals and teams to stay in contact. It's a little different to calling across the office or going to see a team member but it keeps everyone connected.

Keep it fun. It's tough for many people, make sure there's a way to inject fun into the working week. We've adopted Bamboo Ping Pong where each member of the team makes a video, answers three questions and then nominates the next person. Alternatively, get creative – try fancy dress company meetings or Friday afternoon cheers.



## Stay Vigilant

### Setting standards – ISO, GDPR etc.

Making sure that your team are still following the same processes they would in their normal working environment is important. Just because the space has changed, doesn't mean standards should.

### Report unusual activity – suspicious emails, calls etc

This is prime time for cyber-attacks to take place and communication is key. All businesses should make sure individuals know what to do should they receive a suspicious email or if they click a link that unleashes a company breach. Ensure your team know the processes to follow if the worst happens.

### Communication

It is good practice to provide health and safety updates and to keep team well-being at the forefront of our minds but don't forget to talk about the small actions that might impact your business overnight. Think of 20 staff members out of 100 all getting a similar email and no-one reporting it – if you'd rather avoid the recommended Multi Factor Authentication route to protect your data, finances and reputation, then communication is king.



## Stay Secure

### VPN

Many of you will use a VPN (Virtual Private Network) that has been set up by your IT department to access your company files and drives. It is essential that VPN software updates are run – don't ignore these as doing so may expose it to cyber-attacks.

### Devices and Software

Devices used for working outside an office environment are more vulnerable to theft and loss. Perhaps not for the market value of the device, but certainly for the data obtainable within or via. Devices that are used to access the company data should also have all software patches applied and updated. This ensures security configurations are the latest available. You must shut down and run your updates on a regular basis.

### Updates, updates, updates

Ensuring you keep on top of your system updates is crucial to combat external threats. Make sure you comply with the pop up in the corner that lets you know it's time to update and restart your computer.

If you want help with measuring and mitigating remote worker risks, then please contact the team at Bamboo Technology Group.