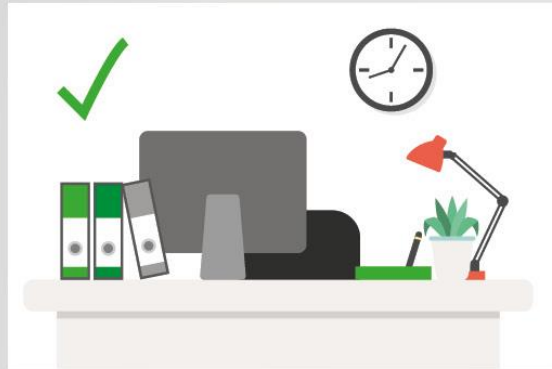
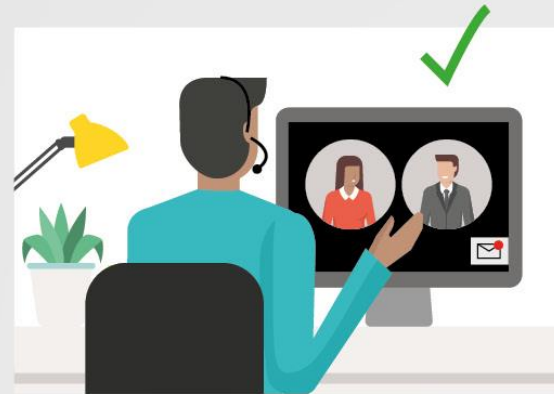


# Recommendations for the home office



**SET UP A FIXED WORKSTATION.** Follow safety instructions, data protection and information security guidelines.



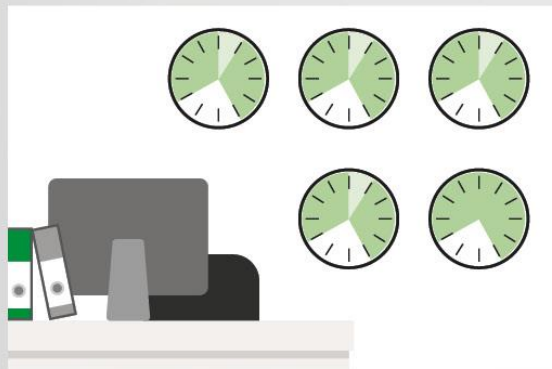
**STAY IN TOUCH** with your line manager, your team and other colleagues.



**STAY FOCUSED** and don't allow distraction.



**STRUCTURE TASKS** – if possible, **work disconnected from the VPN.**



**DETERMINE CORE WORKING TIME** in agreement with your line manager and colleagues.



**ENJOY REGULAR BREAKS** with fresh air and movement. **Disconnect VPN during breaks.**



**MAKE CLEAR AGREEMENTS** with your families and roommates and agree on rules and hours.



**WEAR BUSINESS CLOTHES**, like for every other day in the office.