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.
- **WEAR BUSINESS CLOTHES,** like for every other day in the office.
- **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.
- **STRUCTURE TASKS** – if possible, work disconnected from the VPN.
- **STAY IN TOUCH** with your line manager, your team and other colleagues.
- **WEAR BUSINESS CLOTHES,** like for every other day in the office.