

# WORK FROM HOME WITH DEFENDIFY!

It's a big change, but we're in it together and share amazing core values that guide us, *at work and at home*. We are problem solvers who make it easy, don't leave anyone hanging, and have entrepreneurial spirit! We've got this!

## A few friendly WFH tips:



**Establish a dedicated workspace.** Having a comfortable workspace at home is essential. Spending all day on the couch with your laptop is not a good ergonomic decision. Just as you did at your Defendify workstation, build a similar setup the best you can at home.



**Check-in with your supervisor and teammates.** You won't be able to head down the hall and do a drive-by at your coworker's desk to check-in on a project, but that doesn't mean you shouldn't check-in! Keep the communication channel open and flowing.



**Notify if you're going to be away.** Stepping away during normal business hours for an appointment, an errand, or to feed the pigeons? Please let your supervisor know and kindly remember to message your teammates!



**Show up on time.** If you've got a daily huddle or stand-up on your calendar, plan to be there on time via phone or remote meeting. We won't be able to walk down to your office—or the lounge—to see if you are joining.



**Pause and take breaks.** Just because you don't have a ping pong table at home doesn't mean you shouldn't take breaks. Grab a drink of water! Take a walk! Pet your dog/cat/turtle! Have a dance party in your kitchen!



**Stay in touch.** Working from home can be isolating, so use all the resources available to you—chat, phone, and remote video—to connect live with coworkers. Share what you're having for breakfast or how many one-handed pushups you did last night!



**Use video.** Turning those cameras on will be essential to keeping us in touch and feeling connected. Live action video allows us to show off our Defendify t-shirts, and *not* our Defendify sleep masks 😊.



**TDUP is a big part WFH.** While working from home it is important to remember our Technology and Data Use Policy. It's there to guide and protect us! Here are a few key components to keep in mind:

- ✓ Don't let family members use your work computer.
- ✓ Only use your company device for company purposes.
- ✓ Remember to lock the screen when you are away from your computer.
- ✓ Always use a company-approved method for connecting to the Internet.
- ✓ If not in a private area, be cautious of who may be able to view your screen.
- ✓ If not in a private area, be cautious of who may be able to hear your conversations.