

# TRANSPORTATION YOU CAN RELY ON

P28 – Teleworking Policy

01.08.2024



## P-28 Teleworking Policy

As part of our commitment to Information Security we have systems in place to control any remote access to information. As well as full teleworking this policy covers any remote access of information by staff away from the office.

### Teleworking Controls

All company policies, procedures and controls in place within the office are also to be followed while working remotely and steps taken to ensure any new or additional risks from remote working are addressed.

To achieve this the following must be followed;

- All remote access or teleworking must be approved prior to the remote access of any information
- Risks assessments will be completed, where required, and remote access only permitted once adequate controls are in place to mitigate any risks identified
- A list of remote access authorisations will be maintained and periodically reviewed
- If remote access is no longer required any equipment issued should be returned and access accounts closed

### Remote Working Responsibilities

When remote working it is important that all the relevant security measures and procedures in place within the office are followed including;

- Physical Security - equipment should be kept securely at all times
- Clear Desk / Screen - information / IT Equipment should not be left unattended if there is any risk of unauthorised access
- Only approved and checked IT equipment and networks should be used to connect to company network

### Approved by:



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