

Remote Work Communication Compliance Checklist

General Communication Policies

- ☐ Employees are aware of approved communication tools/platforms.
- ☐ All work communication is conducted through company-sanctioned channels.
- ☐ Confidential information is only shared and stored in compliant systems.
- ☐

Data Security Requirements

- ☐ Proper use of encryption for sensitive communication.
- ☐ Remote work devices meet security compliance standards.
- ☐ Work-related files are not stored on unauthorized personal devices or accounts.
- ☐

Recordkeeping & Documentation

- ☐ Important communications are archived per company policy.
- ☐ Meeting notes and decisions are documented and stored appropriately.
- ☐ Employees have access to documentation guidelines.
- ☐

Training & Awareness

- ☐ Remote workers receive communication compliance training.
- ☐ Employees know how to report compliance issues.
- ☐

Notes