

Remote Work Safety Handbook

Essential security and privacy guidance for women working from home



Securing Your Home Office



Physical Security

Position your workspace away from windows and exterior doors. Lock your office door when handling sensitive information, and secure devices when not in use.



Network Protection

Use a strong, unique password for your home WiFi. Enable WPA3 encryption, hide your network name (SSID), and consider a separate guest network for visitors.



Device Safety

Enable automatic updates, use antivirus software, and activate device encryption. Set up strong passwords or biometric authentication on all work devices.

Video Call Safety Essentials

Before the Call

- Review what's visible in your camera frame
- Remove personal photos, documents, or identifying information
- Check for reflections in mirrors or screens
- Test your virtual background if using one

During the Call

- Use the mute button when not speaking
- Disable screen sharing when not needed
- Be aware of who can see and hear you
- Lock meetings to prevent unwanted guests



Virtual Background Best Practices

Choose Neutral Settings

Select backgrounds that look professional without revealing personal details or sparking unwanted conversations.

Keep It Simple

Avoid distracting patterns or images. Subtle, solid colors or simple office scenes work best for professional calls.

Test Before Use

Always preview your virtual background before meetings to ensure proper lighting and that no personal information bleeds through.

Protecting Your Home Address



Delivery Safety

Use a PO box or office address for work deliveries. Never share your home address in public forums, social media profiles, or professional directories unless absolutely necessary.



Digital Documents

Remove metadata from documents before sharing. Check PDFs, images, and files for embedded location data. Use "Save As" to create clean copies without properties.



Email Signatures

Keep work email signatures address-free. Instead, provide a phone number, website, or general company address. Reserve your home address for trusted contacts only.

Establishing Work-Life Boundaries

Set Clear Hours

Communicate your availability to colleagues and stick to defined work hours to prevent burnout and maintain personal safety.

1

Manage Expectations

Be clear about response times and offline periods. You're not required to be available 24/7 just because you work from home.

3

2

Create Physical Separation

Designate a specific workspace that you can "leave" at day's end, helping maintain mental and emotional boundaries.

Secure Communication Practices

Encrypt Sensitive Data

Use end-to-end encrypted messaging apps for confidential discussions. Signal and WhatsApp offer strong encryption for text and calls.

Verify Recipients

Double-check email addresses before sending sensitive information. Scammers often use similar-looking addresses to trick recipients.

Avoid Public WiFi

Never access work accounts or share confidential information over public networks. Use a VPN if you must work from coffee shops or public spaces.



Navigating Coworker Interactions

1

Trust Your Instincts

If interactions feel uncomfortable or inappropriate, trust that feeling. Document concerning behavior and set clear professional boundaries.

2

Keep Communications Professional

Maintain professional tone in all work communications. Avoid sharing excessive personal details or engaging in conversations that make you uncomfortable.

3

Use Company Channels

Keep work discussions on company platforms rather than personal phone numbers or social media. This creates clear documentation and maintains boundaries.

4

Block When Necessary

You have the right to block colleagues who contact you through personal channels inappropriately. Report harassment through official channels.

Reporting Safety Issues

Document Everything

Keep detailed records of incidents including dates, times, screenshots, and witnesses. Documentation is crucial for formal reports.

Seek Support

Reach out to trusted colleagues, mentors, or professional organizations. You don't have to navigate safety concerns alone.

Know Your Channels

Familiarize yourself with your company's reporting procedures. Identify HR contacts, anonymous hotlines, and support resources available to you.

Escalate If Needed

If internal reporting doesn't resolve the issue, know your legal rights and consider external resources like EEOC or legal counsel.



Emergency Resources: If you're in immediate danger, contact local law enforcement. National Domestic Violence Hotline: 1-800-799-7233

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