

Work from Home Factsheet



IAAPA[®]

The Global Association
for the Attractions Industry

Introduction:

Working from Home is changing how the workspace operates. In a trend that is showing no signs of slowing down, remote work/ working from home is rapidly on the increase all around the world and as well in Asia Pacific Region.

More and more employees are working in remote positions, either some days of the week or even full-time, with a large percentage of the workforce looking towards finding job opportunities with flexible schedules. Companies are also embracing this growing desire, increasingly using flexible work options as a way to entice new employees and to retain employees. As well with some sudden change of circumstances like the outbreak of COVID-19 across Asia and the global, organizations are looking to keep employees healthy and businesses running.

Coordinating with remote employees and transitioning from working at a physical workplace to remote work/ working from home can be challenging to both employers and employees, especially if you're not accustomed to it.

Here are some best practices, for employers to gain an advantage in the dynamic workforce environment and for employees to embrace a flexible, remote work style.

Disclaimer: This is not intended as legal or ultimate work from home advice. Not all countries are the same! Please contact your related local government departments for guidance and legal advice.

IAAPA APAC's 7 Tips for Working from Home

Employer Side:

- **Establish inclusive and flexible WFH policy beforehand**
Prepare devices and office software such as VPN and MS Team to equip employees with all the necessities to meet working expectations.
- **Keep your employees informed**
Work morale might become polluted with anxiety and confusion when employees are uninformed of what's going on. Provide employees with accurate and updated information during WFH period to maintain good order and protect the organization against potential liability.
- **Develop contingency plan**
Develop a contingency plan in partnership with other departments. Each business unit or region should identify and maintain "critical roles". Also beware of compliance issues for alternative work arrangements, including home office, shift rotation, flexible working hours, relocation of expatriates, and suspension of operations.

Employee Side:

- **Plan your work**
Make a list of what you are going to do for the day, and make sure you complete what you planned out. The list is recommended to be done a day before, so that you know what to do in advance and think ahead.
Pictures: Checklist or to do list.
- **Stay connected**
Keep in touch with the outside world! Have an open line of communication with your colleagues or even schedule calls to make sure everyone is on the same page.
- **Get into your mental" working mode"**
Do all the things you'd do in office setting (i.e. Morning coffee!) to tell your brain that you are in working mode. To make it a habit, create daily timetable and designated working area for yourself.
- **Take good care yourself**
Sleep regularly, eat healthy or even work out a little! Make sure you are maintaining a good work-life balance and keep work and personal time separate – it helps you with energizing the brain for the rest of the day.