

Remote Work Guidelines

**International Neurodegenerative Disorders
Research Centre (INDRC)**

**Centre for Artificial Intelligence and Quantum
Computing in System Brain Research (CLARA)**

Remote work (home office) is one of the key ways in which organisations can support employees in maintaining a healthy work-life balance. When managed effectively, remote working arrangements can provide flexibility and autonomy while supporting both productivity and overall well-being. The following guidelines outline how remote work is defined and managed within the organisation.



Remote Work Arrangements

Remote work (home office) allows employees to perform their work duties outside an organisation's official workplace, typically from home or another approved location. Employees who work remotely do so based on a formal agreement with their employer. While working remotely, employees' roles, responsibilities, and performance expectations remain the same as in the official workplace. This includes working agreed hours (with any approved flexibility) and complying with all internal policies, including occupational health and safety requirements.

Potential Challenges

While remote work can support improved work-life balance, it may also introduce certain challenges. Employees may experience reduced focus, increased distractions, and lower motivation, which can affect productivity and overall well-being. Reduced interaction and collaboration with colleagues may also affect engagement and lead to feelings of isolation or disconnection. In addition, remote working can blur the boundaries between professional and personal life, making it more difficult to separate working time from personal time and potentially increasing stress if not managed effectively.

Working Remotely

To address these challenges, employees should organise their work in a structured and consistent manner. This includes starting work at a regular time, maintaining a routine similar to that of the workplace, planning tasks in advance, and setting clear daily goals. Preparing task lists, monitoring progress, and following a pre-set plan can help maintain focus and motivation. Employees should take care to minimise distractions, particularly those unrelated to work, and ensure they remain focused on their responsibilities. Regular communication with colleagues, supervisors, and, where relevant, customers and clients is essential to support collaboration, alignment and continuity of work.



Well-being, Health and Safety

In addition to working effectively, employees must also consider their well-being, health, and safety when working remotely. Reduced social interaction may lead to feelings of isolation, loneliness, or decreased motivation. Maintaining regular contact with colleagues and supervisors can help support a sense of connection, while engaging with others outside of work may also support overall well-being. Managing workload effectively and seeking support when needed are important parts of maintaining both well-being and performance. Employees should not hesitate to reach out to colleagues or supervisors if they require guidance, clarification, or assistance.

It is also important to ensure that the remote working environment is safe and ergonomically appropriate. Poor workstation setup, including unsuitable furniture, lighting, or posture, may negatively affect both physical health and work performance. Employees are encouraged to take regular breaks throughout the day, including short walks, stretching, or time away from the workspace, to support both physical and mental well-being. Maintaining healthy routines, including regular meals, hydration, and physical activity, is also essential to prevent longer-term health issues associated with remote work.

Employees who work remotely are responsible for identifying and managing potential health and safety risks in their work environment. This includes conducting a basic self-assessment of the remote workspace and reporting any hazards or concerns to their supervisor. Employees must comply with occupational health and safety requirements and immediately report any work-related injuries. Employees should also communicate with their supervisor if they feel unwell, unsafe, or unable to perform their duties effectively.