



Virtual Workforce Cyber Security Checklist

The 15 action items to secure your remote workforce

With companies turning to a new hybrid model, the remote workforce is here to stay, creating a new reality in the world of business security. By taking precautionary measures, organizations can mitigate risk and protect business continuity.

Utilize the following checklist to ensure the safety of your business, employees, and customers.

Ensure that **antivirus software** is in place on any device used for business purposes, including laptops, mobile phones and tablets.

Require **full disc encryption** on all devices, giving protection if lost or stolen.

Make sure employees know exactly what **social engineering attacks** are, and why they are so dangerous.

Instruct employees on how to spot **phishing emails**, designed to manipulate employees by impersonating company executives.

Alert employees to **vishing (phone) scams** which may target business or personal cell phone number.

Remind the dangers of **sharing personal information** on any channels, including social media.

Implement an action plan that includes **alerting the IT department** when phishing or vishing threats are identified.

Have a **VPN in place** for employees to log into when working on a public network.

Remind employees to **install updates on all devices** to with latest software patches.

Encourage the use of **separate computers** for personal and work-related data.

Require home network infrastructures, such as routers, are **configured using manufacturer guidelines** on system settings.

Create **strong password policies** to be used on any device, whether company-issued or personal.

Utilize **password management software** to generate secure passwords and ensure policies are followed.

Implement **Single Sign-On (SSO) software** to provide a higher level of security.

Activate **multi-factor authentication (MFA)** whenever it is available.

Minimize the risks of a remote workforce

Learn more ways to maximize protection by reading the complete article on [remote work cybersecurity](#), downloading the [Private Equity Guide to Cybersecurity](#), or reserving a [private cybersecurity workshop](#), complimentary to Private Equity firms and portfolio companies.

