

## dwp | remote work policy

Dear dwp team

As you are aware, dwp Thailand is to work remotely as of close of business Monday 23 March until further notice. During this period we shall work remotely and limit face to face meetings internally and externally. We note that face to face meetings are permitted provided social distancing is practiced and general hygiene is followed.

During this difficult period, we ask that you follow this dwp|remote work policy. By following this policy we will ensure that we continue to work as one cohesive team delivering the best design to our clients. Remember, we must continue to meet our obligations to our clients and each other if we are to overcome this crisis.

We have been in similar positions before in Thailand and have been amazed by the way our teams have managed to deliver great work in such stressful situations. I am sure this will be no different.

### dwp | remote work policy (Thailand)

#### **08:30 - Sector Google Meet Video Conference:**

- Sector Administrators to send recurring meeting invitations for 08:30.
- All sector members to check in.
- Absentees to be noted and HR informed to check on their health and wellness.
- Sector Leaders are to detail specific actions / tasks / deliverables for the day. Please be as specific as possible on expectations for each person, each day.
- Instructions / tasks to be noted by Sector Administrators and shared via the Sector Hangout Remote Group by 10:30 (note below)

#### **12:00 - 13:00 - Lunch Hour**

- You should take the time to have a break. It is important to refresh and recharge during this period. If possible, try to go outside but remember to practice social distancing.

#### **17:30 - Sector Google Meet video conference:**

- Sector Administrators to send recurring meeting invitations for 17:30.
- All sector members to check in. Absentees to be noted and HR informed.
- Sector Leaders are to review completed actions / tasks / deliverables for the day. Please note any issues or challenges faced. It is important to ensure the continued delivery of the project to schedule.
- Any major delays / challenges from the daily tasks to be noted by Sector Administrators and shared via the Sector Hangout Remote Group by 18.30 (note below)

**Communications:**

Please refer to your **dwp|news feed** for additional information as to dwp|remote.  
<https://sites.google.com/dwp.com/dwphome/remote>

Please use **dwp|IT ZenDesk** for all IT queries or in the event you need assistance

Please use your sector's **dwp\_XXX\_TH\_Remote Hangout group chat** for all communication. We have already established these for several sectors e.g. (FFE, HOS, FIN, etc).

In addition we may establish several Project based Hangout chat groups as needed. This has been done for e.g. CPMC\_Project\_ARC+ID+BIM\_Remote.

**Computer Hardware / Software:**

When working remotely you must use a dwp notebook or workstation and only the normal software provided and authorised by dwp. For remote use of dwp workstation please complete the form [dwplremote PC authorisation](#)

Brenton Mauriello



Chief Executive Officer