**GRT Consultancy**

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**Working from Home Readiness Checklist**

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| **TASK** | **DESCRIPTION** |
| [ ]   | Nature of work | Check if the nature of work allows for a work from home setup. Roles that require the employee to meet the customers in person will not be elligble. |
| [ ]   | Equipment | Check if the employee has the tools required. E.g. Laptop, stable internet connection a proper work environment. |

**Notes**

1. This is subject to changes.
2. Contact your HR in case of any query.