STERLING PARTNERS

CHARTERED ACCOUNTANTS | CHARTERED TAX ADVISERS

Re: STERLING PARTNERS NOTICE 3 – 23.03.2020

Here to help you during the challenging times – Coronavirus

Dear esteemed clients, partners, associates, suppliers, staff and contractors ("You")

We hope you are all staying safe and healthy.

As you will know from our previous notices, Sterling Partners have implemented a working from home policy to help combat the spread of COVID-19. Many of you like us are following the government's guidelines by social distancing yourselves and working from home. We have put together the following statements and tips which we hope you can benefit from to enable you to get the most of these times whilst also working from home.

A business definition describes work ethic as "the belief in the moral benefit and importance of work and its inherent ability to strengthen character."

Work ethic can refer to how you feel about your job or career, so it covers your attitude and behaviour. It also pertains to how you do your job, or the responsibilities that come attached with it. The level of respect you show your co-workers and people you come into contact with at work, and how you communicate and interact with them, also defines your work ethic.

From that definition, we can also surmise that work ethic is also used to refer to key characteristics that you should have, and they include honesty, integrity, humility and accountability, discipline, professionalism, sense of responsibility, emphasis on work quality, among others. These traits or characteristics will dictate how you will react or do in a certain situation, or when you are faced with a particular circumstance. How you respond will reveal the kind of work ethic that you have.

Obviously, work ethic is important in defining your identity. It becomes part of who you are, and there is no doubt that a huge part of how people will view and know you will come from what they perceive to be your work ethic.

So how can we use these definitions for when we do home working?

Here are our list of useful tips to enable to you to get the most out of working from home during the COVID-19 pandemic:

1) Look after yourself keeping health and safety at the forefront of your attention. KEEP WASHING YOUR HANDS! ☺ Avoid large crowds, social distancing, etc! Keep your working environment safe and secure.

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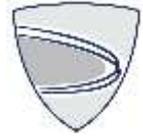
2) You should be clear about the hours that you need to do. This is the same as when working from the office. You need to be able to switch off at some point!

3) Your working arrangement should meet business needs and the employee's needs so it is favourable for both.

4) Make sure you take breaks from using your computer or mobile. Allow yourselves short breaks so you are adjusting your posture, giving your eyes a rest or even do some yoga or light exercises to physically and mentally stay alert.

5) Take one hour lunch break every day.

6) You are not expected to be at your desk for 7, 8, 9 hours per day! However, stay professional and take the professional attitude home when you are working there.

7) Stay in touch and communicate with your employer/customers.

8) If you are not happy with your set up at home, then take the time to improve it. You should operate from a safe place with all the equipment and connections you need.

9) Turn up in smart work clothes as this will put you in the right mind set to work. Sitting in your PJs will make you lazy, sleepy and too relaxed.

10) Be clear about your working objectives and what you must do to achieve them. It is not just about sitting at your computer for 8 hours, but making sure your time is being used wisely.

11) Train your mind to work differently and stay alert!

12) Last but not least, make sure you breathe as sometimes taking a deep breath helps you to relax.

We thank you for taking the time to read the above. Stay safe!

Kindest Regards

Sterling Partners