

Digicharter

Make clear arrangements about digital communication in your organisation



Communication channels

Which channels do we use for which messages?

Handling messages

How should we handle messages? What questions should we group together? How do we limit the number of e-mails?



Response time

When do we expect a reply to messages?



Focus during working hours

How do we focus and minimise distractions when working?



Breaks

How do we actively focus on ensuring (micro)breaks?



Communication outside working hours

How do we actively focus on disconnecting outside working hours? What arrangements do we make regarding e-mails or other digital communication outside working hours?



Leave and part-time work

How do we respect our colleagues' leave days and other days off?

