

# Remote Work Agreement

Employee Name:

Position/Title:

Department:

Manager/Supervisor:

Effective Date:

## 1. Remote Work Location

Address:

## 2. Work Schedule

Regular Working Hours:

Work Days:

## 3. Duties & Responsibilities

## 4. Equipment & Technology

**5. Data Security & Confidentiality**

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**6. Communication & Reporting**

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**7. Termination of Agreement**

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**8. Acknowledgment**

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Employee Signature

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Date

Manager/Supervisor Signature

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Date