

Remote Work Agreement

This Remote Work Agreement ("Agreement") is made between:

Employee Name:
Position:
Department:
Manager/Supervisor:
Company Name:

Effective Date:
Review Date:

1. Remote Work Location

Address:
Contact Number:

2. Work Hours

Regular Work Hours:
Remote Work Schedule:

3. Duties and Responsibilities

The Employee agrees to perform their job duties and responsibilities as described in their job description and as assigned by the Manager/Supervisor.

4. Equipment and Tools

- Company-Provided Equipment:
- Employee-Provided Equipment:

5. Communication and Availability

The Employee agrees to remain accessible and responsive during work hours and to communicate regularly with the team and Manager/Supervisor using agreed methods.

6. Data Security and Confidentiality

The Employee agrees to follow all Company data security and confidentiality policies while working remotely.

7. Health and Safety

The Employee agrees to maintain a safe remote work environment and comply with health and safety regulations.

8. Termination of Agreement

This Agreement may be modified or terminated by the Company at any time with notice.

9. Acknowledgment and Acceptance

By signing below, both parties acknowledge and accept the terms of this Remote Work Agreement.

Employee Signature

Manager/Supervisor Signature

Date:

Date:

