

Remote Work Policy Agreement Template

1. Introduction

This Remote Work Policy Agreement ("Agreement") sets out the terms and conditions under which the Employee is permitted to perform work remotely, outside of the Company's usual workplace. The intention of this agreement is to outline expectations, responsibilities, and guidelines to ensure productivity and compliance while working remotely.

2. Scope and Eligibility

This policy applies to employees who have been approved, on a full or part-time basis, to work remotely. Eligibility is determined by the Company based on role requirements, employee performance, and business needs.

3. Work Hours

- The employee is expected to maintain regular work hours as agreed with their supervisor.
- Any changes to work hours must be communicated and approved in advance.

4. Communication

- Employee must be accessible via email, phone, and other specified platforms during designated work hours.
- Regular check-ins and meetings with the team/supervisor are required.

5. Workspace and Equipment

- Employee is responsible for maintaining a safe and secure work environment at the remote location.
- The Company may provide necessary equipment (e.g., laptop, headset). Employee is responsible for the proper use and care of all equipment.

6. Data Security and Confidentiality

- All Company data, documents, and systems must be kept secure and accessed only by authorized personnel.
- Employee agrees to comply with all Company policies regarding data privacy and confidentiality.

7. Performance and Deliverables

- Employee is expected to meet all deliverables, productivity standards, and deadlines as if working onsite.
- Performance will be evaluated based on outcomes, timely completion of tasks, and communication.

8. Termination of Agreement

- The Company reserves the right to modify or terminate this remote work arrangement at any time, with reasonable notice.
- Failure to adhere to any terms of this agreement may result in termination of remote work privileges.

9. Acknowledgement

By signing below, the Employee acknowledges that they have read, understood, and agree to comply with the terms outlined in this Remote Work Policy Agreement.

Employee Name & Signature

Date

Manager Name & Signature

Date