

# Work-from-Home Arrangement Agreement

This Work-from-Home Arrangement Agreement ("Agreement") is made between:

**Employer:** \_\_\_\_\_

**Employee:** \_\_\_\_\_

**Effective Date:** \_\_\_\_\_

## 1. Purpose

The purpose of this Agreement is to establish the terms and conditions of the Employee's work-from-home arrangement.

## 2. Terms of Arrangement

- **Work Schedule:** \_\_\_\_\_
- **Work Location:** \_\_\_\_\_
- **Duration:** \_\_\_\_\_

## 3. Duties and Responsibilities

The Employee agrees to perform all job duties and responsibilities as set out in their employment agreement and job description.

## 4. Equipment and Resources

The Employer will provide the necessary equipment and support required for the Employee to work remotely, as agreed:

- \_\_\_\_\_
- \_\_\_\_\_

## 5. Confidentiality and Security

The Employee agrees to abide by all company policies regarding confidentiality and security of information and data.

## 6. Termination of Arrangement

Either party may terminate this arrangement with reasonable notice. This agreement does not alter the terms of employment.

## 7. Acknowledgment

Both Employer and Employee acknowledge that they have read, understood, and agree to the terms of this Agreement.

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Employer Signature:

Date: \_\_\_\_\_

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Employee Signature:

Date: \_\_\_\_\_