

# Standard Employee Remote Work Agreement

This document establishes the agreed-upon terms, conditions, and expectations for a remote work arrangement between the employer and the employee. Please complete all fields, print the document, and obtain the necessary signatures.

## 1. Employee Information

Employee Full Name:

Job Title:

Department / Team:

Supervisor / Manager Name:

## 2. Remote Work Details

Agreement Effective Date:

Primary Remote Work Address:

Standard Work Hours / Schedule (e.g., Mon-Fri, 9am - 5pm):

## 3. Equipment and Assets

List any company-owned equipment and assets provided to the employee for remote use (e.g., Laptop, Monitor, Keyboard, Mouse, Office Chair):

Equipment Item 1 (and Serial Number):

Equipment Item 2 (and Serial Number):

Equipment Item 3 (and Serial Number):

## 4. Core Expectations and Requirements

- **Performance:** The employee agrees to maintain the same levels of productivity, responsiveness, and performance quality as expected on-site.
- **Security:** The employee will comply with all company IT security, data privacy, and confidentiality policies. Safe storage of company information and assets is required.
- **Communication:** The employee agrees to remain accessible during the specified working hours via phone, email, and designated company messaging applications.
- **Expenses:** The employer and employee must agree in writing prior to incurring any reimbursable expenses related to the remote workspace.

## 5. Agreement Terms and Reversion

This agreement is subject to ongoing review and may be modified or terminated by the employer or employee at any time, with or without cause, subject to company policies.

## 6. Signatures

By signing below, the parties agree to adhere to the terms of this Standard Employee Remote Work Agreement.

Employee Printed Name:

Employee Signature:

Date:

Supervisor/Manager Printed Name:

Supervisor/Manager Signature:

Date: