**REMOTE WORK AGREEMENT TEMPLATE**

This Remote Work Agreement outlines the terms and conditions under which an employee is allowed to work remotely. It serves to ensure clarity, accountability, and operational efficiency between the employer and employee.

**1. Employee & Position Details**

|  |  |
| --- | --- |
| Employee Name | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Position | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Department | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Supervisor | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**2. Remote Work Schedule**

Workdays (e.g., Monday to Friday):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. Remote Work Location & Equipment**

Primary Remote Location Address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Equipment Provided (tick if provided):

☐ Laptop ☐ Modem/Data ☐ Phone ☐ Office Chair ☐ Others: \_\_\_\_\_\_\_\_\_\_\_\_

**4. Responsibilities & Expectations**

- Employee must ensure a productive, secure, and quiet workspace.  
- Must be reachable during agreed work hours via phone/ email/ Slack.  
- Shall comply with all company policies including data confidentiality.

**5. Security & Confidentiality**

Employee agrees to:

- Use only approved software and devices.

- Protect sensitive data and company property.

- Avoid sharing workspaces or screens with unauthorized persons.

**6. Review & Termination**

This agreement is subject to review after 30 days of commencement. The employer reserves the right to revoke remote work privileges due to poor performance, policy violation, or operational needs.

**7. Signatures**

|  |  |
| --- | --- |
| Employee Signature:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Supervisor Signature:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | |