

# REMOTE WORK AGREEMENT

This Remote Work Agreement (the "Agreement") is made and entered into on this [Date] (the "Effective Date"), by and between [Company Name] (hereinafter referred to as "Company") and [Employee's Name] (hereinafter referred to as "Employee"). Both Company and Employee will be known separately as the "Party" and jointly as the "Parties".

WHEREAS, the Company intends to grant the Employee the opportunity to work remotely;

WHEREAS, the Employee possesses the requisite skills and qualifications to perform their job responsibilities effectively in a remote work setting;

NOW, THEREFORE, taking into account the promises and covenants contained in this document, the Parties agree on the following arrangements:

## **1. Remote Work Arrangement:**

The Company grants the Employee authorization to work remotely from the location designated by the Employee (the "Remote Location"). During the remote work arrangement, the Employee is expected to adhere to all of the Company's established remote work policies and guidelines.

## **2. Work Schedule:**

The Employee's designated work schedule shall be [Work Hours], and any modifications to this schedule must be approved by the Company. Throughout these hours, the Employee commits to being available for meetings, communication, and collaboration with colleagues as required.

## **3. Performance and Communication:**

The Employee shall ensure regular and consistent communication with their supervisor and team members. It is agreed that the Employee will diligently fulfill their job responsibilities and meet the performance expectations outlined in their job description or as otherwise communicated by the Company.

#### **4. Equipment and Connectivity:**

The Employee acknowledges and accepts full responsibility for providing and maintaining their own equipment and internet connectivity required to carry out their job duties remotely. The Company may, at its discretion, provide additional equipment or software if deemed necessary for the Employee's work requirements.

#### **5. Data Security and Confidentiality:**

The Employee agrees to strictly abide by the Company's data security and confidentiality policies during remote work. The Employee shall take all necessary precautions to safeguard sensitive company information and data from unauthorized access or disclosure.

#### **6. Expenses:**

The Company shall not be held responsible for covering any expenses incurred by the Employee during the course of remote work, unless otherwise expressly agreed upon in writing.

#### **7. Termination:**

The Company retains the right to terminate or modify this remote work arrangement at any time, with or without cause, and the Employee agrees to adhere to such changes as may be implemented.

#### **8. Employment Terms:**

This Agreement shall not modify the terms and conditions of the Employee's Work Agreement with the Company, except in cases where specific provisions are explicitly outlined within this Agreement. The existing terms of employment shall remain unchanged.

#### **9. Entire Agreement:**

This Agreement constitutes the entire understanding between the Company and the Employee regarding the remote work arrangement and supersedes all prior discussions, negotiations, and agreements, whether oral or written.

By signing this Agreement, the Parties acknowledge and confirm their consent to the remote work, based on the terms and conditions outlined herein.

**IN WITNESS WHEREOF**, the parties have executed this Agreement as of the date first above written.

The COMPANY:

The EMPLOYEE:

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