[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Remote Work Agreement

Agreeing remote work in writing: work location, hours, equipment, data security, and how performance is reviewed.

[DD Month YYYY] **This agreement is between** [Company name] **and** [Employee name] **(**[Role]**,** [Department]**). It starts on** [Start date of arrangement]**. The arrangement is** [fully remote / hybrid]**.**

Working pattern: remote on [Remote days]**, in the office on** [Office days]**. This agreement does not change the employment contract except as stated here.**

Work location and hours Manager: _____

Primary remote work location (town/city): _____

Remote days: _____ **Office days:** _____

Working hours: _____ **Core hours:** _____

Time zone: _____ **Equipment and expenses (1) Equipment: Example: Laptop**

Asset tag: LT-118 Condition: Good

(2) Equipment: Example: Monitor

Asset tag: MN-042 Condition: Good

Internet / phone contribution: _____ **What is not reimbursed:** _____

Damage reporting deadline: Within one working day

Data security and confidentiality 1. Work only on the company device, through the company VPN, with the screen locked whenever stepping away.

2. Do not use public Wi-Fi for confidential work. 3. Do not store company data on personal drives.

4. Report suspected data incidents the same day. 5. Log paper documents taken home, store them locked, and return or securely destroy them as instructed.

Review and termination of the arrangement Review date (every six months): _____ **Notice period:** _____

Working pattern on ending: The office-based pattern in the contract

Agreed: Employee: [Employee name] **- Signature and date: Manager:** [Manager name] **- Signature and date:**

Completion checklist

[ ] Work location, days, and core hours are written down and agreed.

[ ] Equipment is listed with asset tags and the expenses position is clear.

[ ] Data-security rules and the six-month review date are in the agreement.

Document: Remote Work Agreement Template Prepared by: _____

Owner: _____ **Version: 2.0 (redesign wave 1)**

Date: _____ **Review date:** _____