

## REMOTE WORK AGREEMENT

This Remote Work Agreement ("Agreement") is entered into on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between \_\_\_\_\_ ("Employer"), with a principal place of business at \_\_\_\_\_, and \_\_\_\_\_ ("Employee"), residing at \_\_\_\_\_.

WHEREAS, Employer and Employee desire to enter into a remote work arrangement under the terms and conditions set forth herein;

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the parties agree as follows:

### 1. Remote Work Arrangement

Employee is authorized to perform their job duties from a remote location, specifically at \_\_\_\_\_ ("Remote Location"). Employee agrees to comply with all company policies and procedures while working remotely. Employee shall ensure that the Remote Location is conducive to work and free from distractions.

### 2. Term

This Agreement shall commence on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and shall continue until terminated in accordance with the provisions of this Agreement.

### 3. Duties and Responsibilities

Employee agrees to perform all duties and responsibilities as outlined in their job description and as may be assigned by Employer from time to time. Employee shall maintain productivity, quality of work, and communication standards as required by Employer. Employee shall submit regular reports on work progress as required by Employer.

#### 4. Work Schedule

Employee's regular work schedule shall be \_\_\_\_\_ to \_\_\_\_\_, with any changes to be agreed upon in writing by both parties. Employee shall be available during these hours for meetings and communications.

#### 5. Equipment and Supplies

Employer shall provide the necessary equipment and supplies for Employee to perform their duties remotely. Employee agrees to use such equipment solely for work purposes and to return all equipment upon termination of this Agreement. Employee is responsible for maintaining the equipment in good condition and reporting any malfunctions immediately.

#### 6. Confidentiality and Data Security

Employee agrees to maintain the confidentiality of Employer's proprietary information and to comply with all data security policies and procedures. Employee shall use secure connections and devices to access Employer's network and systems.

#### 7. Compensation and Benefits

Employee's compensation and benefits shall remain unchanged unless otherwise agreed in writing. Employee shall be responsible for any tax implications related to remote work arrangements.

#### 8. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of \_\_\_\_\_. Any disputes arising under this Agreement shall be resolved in the courts located in \_\_\_\_\_.

#### 9. Severability

If any provision of this Agreement is held to be invalid or unenforceable, the remaining provisions shall continue in full force and effect.

#### 10. Entire Agreement

This Agreement constitutes the entire agreement between the parties regarding the subject matter hereof and supersedes all prior agreements and understandings, whether written or oral.

#### 11. Notices

Any notices required or permitted under this Agreement shall be in writing and delivered to the respective parties at their addresses set forth above. Notices shall be deemed received upon delivery if delivered personally, or three days after mailing if sent by certified mail.

#### 12. Amendment

This Agreement may only be amended by a written agreement signed by both parties.

#### 13. Termination

Either party may terminate this Agreement with \_\_\_\_\_ days' written notice. Employer may terminate this Agreement immediately for cause, including but not limited to breach of this Agreement or failure to meet performance standards.

#### 14. Acknowledgment

Employee acknowledges that they have read and understood this Agreement and agree to be bound by its terms.

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

Employer:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Print Name: \_\_\_\_\_

Employee:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Print Name: \_\_\_\_\_

Witness:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Print Name: \_\_\_\_\_