

Agile Working Agreement

This **Agile Working Agreement** ("**Agreement**") is entered into on the _____ ("**Effective Date**") by and between the following parties:

Employer

Employee

The Employer and the Employee are collectively referred to as the "**Parties**" and individually as a "**Party**."

WHEREAS, the Employer supports flexible working arrangements that promote productivity, collaboration, employee well-being, and business continuity;

WHEREAS, the Employee has requested, or the Employer has approved, an agile working arrangement under which work may be performed from one or more approved locations in accordance with business requirements;

WHEREAS, the Parties wish to establish the terms and conditions governing the agile working arrangement while preserving the Employee's existing employment relationship unless expressly modified by this Agreement.

NOW, THEREFORE, the Parties agree as follows.

1. Purpose

The purpose of this Agreement is to establish the terms governing the Employee's agile working arrangement, including expectations regarding work location, availability, communication, performance, security, equipment, and responsibilities.

This Agreement supplements the Employee's employment agreement and applicable workplace policies. Except where expressly stated, it does not replace or amend any existing employment terms.

2. Agile Working Arrangement

The Employer authorizes the Employee to perform work under an agile working arrangement, which allows the Employee to work from approved locations other than the Employer's primary workplace, subject to operational requirements.

The agile working arrangement is intended to provide flexibility while ensuring that business objectives, collaboration, customer service, confidentiality, and performance standards continue to be met.

Nothing in this Agreement guarantees permanent remote work or limits the Employer's ability to require attendance at designated workplaces when reasonably necessary.

3. Approved Work Locations

The Employee may perform work from the following approved location or locations:

Primary Agile Work Location:

Additional Approved Locations (if any):

The Employee shall not regularly work from any other location without the Employer's prior approval.

The Employee is responsible for ensuring that every approved work location is suitable for productive work and provides an environment that supports confidentiality and information security.

4. Work Schedule

The Employee shall work according to the following schedule:

Standard Working Hours:

Core Availability Hours:

The Employee shall accurately record working time in accordance with Employer procedures where required. Reasonable flexibility in scheduling work is permitted, provided that:

- business needs are met;
- required meetings are attended;
- deadlines are satisfied; and
- communication expectations are maintained.

Any overtime or additional hours requiring prior authorization shall remain subject to the Employer's applicable policies.

5. Attendance at Employer Premises

The Employee agrees to attend the Employer's workplace when reasonably requested for purposes including:

- meetings;
- client engagements;
- training;
- team collaboration;
- performance discussions;
- business continuity requirements; or
- other legitimate operational needs.

The Employer will provide reasonable notice whenever practical.

6. Duties and Performance Expectations

The Employee shall continue performing the duties associated with their position with the same level of professionalism, quality, productivity, and accountability expected of employees working from Employer premises.

Performance shall be evaluated using the Employer's normal performance standards, objectives, and review processes.

Agile working does not alter job responsibilities, reporting relationships, performance expectations, or applicable workplace standards.

7. Communication and Collaboration

The Employee shall remain reasonably available during agreed working hours and shall:

- respond to communications within reasonable timeframes;
- participate in required meetings;
- maintain regular contact with supervisors and colleagues;
- promptly communicate any issues affecting productivity or availability; and
- use Employer-approved communication platforms for business purposes.

8. Equipment and Technology

The Employer may provide equipment necessary for the Employee to perform assigned duties, including computers, peripherals, communication devices, software, and related resources.

Unless otherwise agreed:

- the equipment remains the Employer's property;
- the Employee shall exercise reasonable care in protecting the equipment;
- the equipment shall be used primarily for authorized business purposes; and
- the Employee shall promptly report loss, theft, malfunction, or damage.

Upon request or termination of employment, the Employee shall promptly return all Employer-owned equipment and property.

9. Information Security and Confidentiality

The Employee shall protect confidential, proprietary, and personal information while working under this Agreement.

The Employee agrees to:

- access Employer systems only through authorized methods;
- maintain secure passwords and authentication credentials;
- prevent unauthorized persons from accessing Employer information;
- store physical documents securely;
- lock devices when unattended;
- immediately report suspected security incidents or data breaches; and
- comply with all applicable Employer security and privacy policies.

The confidentiality obligations contained in the Employee's employment agreement or other applicable agreements remain fully effective.

10. Health and Safety

The Employee shall maintain a work environment that is reasonably safe, clean, and suitable for performing work duties.

The Employee agrees to:

- use equipment safely;
- maintain an ergonomically appropriate workspace where practical;
- promptly report work-related injuries occurring during working hours; and
- cooperate with reasonable workplace safety assessments permitted by applicable law and Employer policy.

11. Expenses

Unless otherwise approved in writing, the Employer shall reimburse only those business expenses that have been properly authorized and supported by appropriate documentation.

The Employee remains responsible for ordinary personal household expenses unless the Employer expressly agrees otherwise.

12. Business Records and Employer Property

All business records, documents, electronic files, intellectual property, and work product created or maintained during employment remain the property of the Employer unless otherwise provided by law or written agreement.

The Employee shall take reasonable measures to protect Employer property from unauthorized use, loss, or damage.

13. Changes to the Agile Working Arrangement

Business needs, operational requirements, employee performance, workplace changes, or other legitimate circumstances may require modification of the agile working arrangement.

The Employer may revise approved work locations, schedules, attendance expectations, or other operational aspects after providing reasonable notice where practicable.

The Parties may also mutually agree in writing to modify this Agreement.

14. Term and Review

This Agreement becomes effective on the Effective Date and continues until terminated in accordance with the Termination clause.

The Employer may periodically review the effectiveness of the agile working arrangement and discuss any necessary adjustments with the Employee.

15. Termination

Either Party may terminate the agile working arrangement by providing _____ written notice unless immediate termination is justified by serious misconduct, material breach of this Agreement, significant operational necessity, or another lawful reason.

Termination of this Agreement does not, by itself, terminate the Employee's employment unless separately communicated in accordance with the applicable employment relationship.

Upon termination of the agile working arrangement, the Employee shall:

- return to the designated workplace if instructed by the Employer;
- return all Employer property, equipment, records, identification, and access credentials upon request; and
- continue to comply with confidentiality and any surviving obligations.

16. Governing Law and Dispute Resolution

This Agreement shall be governed by the laws of _____, without regard to conflict of law principles.

The Parties shall first attempt in good faith to resolve any dispute arising from this Agreement through discussion and internal resolution procedures before pursuing any legal remedies available under applicable law.

18. Severability

If any provision of this Agreement is determined to be unenforceable, the remaining provisions shall continue in effect to the fullest extent permitted by applicable law.

19. No Waiver

A Party's failure to enforce any provision of this Agreement shall not constitute a waiver of that provision or any other provision.

20. Notices

Any notice required under this Agreement shall be provided in writing and delivered by hand, recognized courier, email with confirmation of delivery, or another agreed written communication method.

Notice shall be deemed received on the date of delivery or, if sent electronically, on the date confirmation of successful transmission is received.

21. Signatures

By signing below, the Parties acknowledge that they have read, understood, and agreed to the terms of this Agile Working Agreement.

Employer

Name

Date

Signature

Employee

Name

Date

Signature



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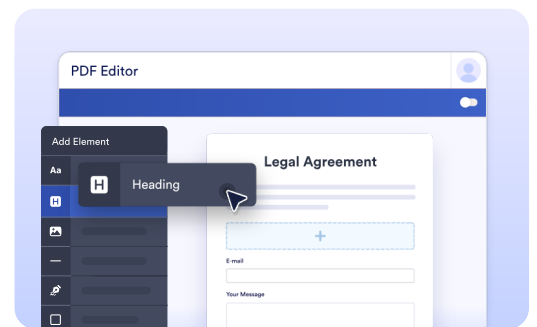
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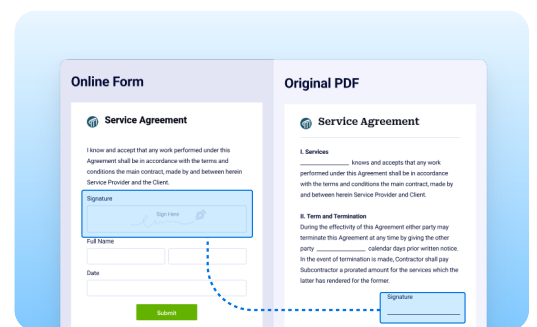
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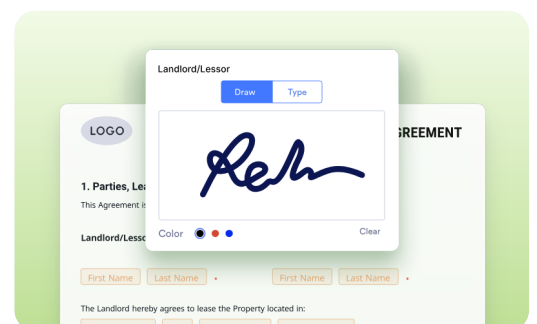
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