

# Remote Work Agreement

---

This **Remote Work Agreement** ("**Agreement**") is entered into by and between the following parties;

**Company**

**Employee**

This Agreement sets forth the terms and conditions under which the Employee is permitted to perform work duties remotely.

## 1. Purpose and Nature of Agreement

The purpose of this Agreement is to define the conditions under which the Employee may perform work remotely, either on a full-time or partial basis, while maintaining productivity, confidentiality, data security, and compliance with Company policies. This Agreement supplements, and does not replace, the Employee's existing employment agreement, offer letter, or employment policies.

This Agreement does not alter the at-will or fixed-term nature of employment, if applicable, nor does it guarantee continued remote work.

## 2. Scope and Applicability

This Agreement applies solely to the Employee identified above and governs the specific remote work arrangement approved by the Company. The Company retains discretion to determine which roles are eligible for remote work and under what conditions.

Remote work under this Agreement may be:

- Full-time remote
- Hybrid (combination of remote and on-site work)
- Temporary or ongoing, as determined by the Company

The approved remote work schedule and arrangement are described in Section 3.

### 3. Remote Work Arrangement

The Employee is authorized to perform work remotely under the following conditions:

**Primary Remote Work Location:**

**Approved Work Schedule:**

**Commencement Date of Remote Work:**

The Employee agrees to promptly notify the Company of any material change to the remote work location. Working from locations outside the approved jurisdiction or country requires prior written approval from the Company.

### 4. Job Duties and Performance Expectations

The Employee's job title, core responsibilities, reporting structure, and performance expectations remain unchanged unless otherwise stated in writing by the Company.

The Employee agrees to:

- Perform all duties with the same level of professionalism, diligence, and efficiency as if working on Company premises
- Meet deadlines, attend required meetings (virtual or in-person), and remain reachable during agreed working hours
- Comply with all applicable Company policies, procedures, and codes of conduct

Failure to meet performance expectations may result in modification or termination of the remote work arrangement.

### 5. Equipment, Tools, and Expenses

Unless otherwise agreed in writing:

- The Company may provide certain equipment or tools required for work, such as a laptop or licensed software. All Company-provided property remains the exclusive property of the Company.
- The Employee is responsible for maintaining a reliable internet connection, utilities, and an appropriate remote work environment.
- Ordinary home office expenses are not reimbursable unless expressly approved in advance and in writing by the Company.

Upon termination of employment or this Agreement, the Employee must promptly return all Company property.

## 5. Equipment, Tools, and Expenses

Unless otherwise agreed in writing:

- The Company may provide certain equipment or tools required for work, such as a laptop or licensed software. All Company-provided property remains the exclusive property of the Company.
- The Employee is responsible for maintaining a reliable internet connection, utilities, and an appropriate remote work environment.
- Ordinary home office expenses are not reimbursable unless expressly approved in advance and in writing by the Company.

Upon termination of employment or this Agreement, the Employee must promptly return all Company property.

## 6. Information Security and Confidentiality

The Employee acknowledges that remote work may involve access to confidential, proprietary, or sensitive information.

The Employee agrees to:

- Protect Company information from unauthorized access, disclosure, or loss
- Use only Company-approved systems, software, and security protocols
- Prevent third parties, including household members, from accessing Company information or systems

All confidentiality, data protection, and intellectual property obligations applicable under the Employee's employment relationship remain in full force.

## 7. Health, Safety, and Work Environment

The Employee is responsible for maintaining a safe, secure, and ergonomically appropriate remote work environment. The Employee certifies that the remote work location is free from known safety hazards and allows work to be performed without undue risk of injury. Work-related injuries occurring during approved working hours while performing job duties must be reported promptly in accordance with Company procedures.

## **8. Working Time, Overtime, and Timekeeping**

The Employee agrees to accurately record working time in accordance with Company policies. If applicable overtime must be approved in advance by the Company and remote work does not alter the Employee's classification as exempt or non-exempt. Unauthorized overtime or failure to follow timekeeping rules may result in disciplinary action.

## **9. Compliance with Laws and Policies**

The Employee agrees to comply with all applicable laws, regulations, and Company policies while working remotely, including but not limited to policies on data protection, information security, harassment prevention, and acceptable use of technology.

Nothing in this Agreement is intended to create rights or obligations beyond those required by applicable law or Company policy.

## **10. Modification and Termination of Remote Work**

The Company reserves the right to modify, suspend, or terminate the remote work arrangement at any time, with or without notice, subject to applicable law.

Termination of this Agreement does not, by itself, terminate the Employee's employment unless otherwise stated in writing.

## **11. No Guarantee or Entitlement**

Remote work is a discretionary arrangement and does not create a contractual right to continued remote work, future remote work approval, or specific working conditions beyond those expressly stated in this Agreement.

## **12. Governing Terms and Interpretation**

This Agreement shall be interpreted consistently with the Employee's existing employment agreement and Company policies. In the event of a conflict, the terms of the primary employment agreement or applicable Company policy shall prevail unless expressly stated otherwise.

## **13. Amendment and Entire Agreement**

This Agreement may be amended only in writing and with the mutual acknowledgment of both parties. This Agreement represents the entire understanding between the parties with respect to the remote work arrangement and supersedes any prior discussions or informal arrangements related to remote work.

By signing below, the parties acknowledge that they have read, understood, and agree to the terms of this Remote Work Agreement.

**Company**

**Name**

**Date**

**Signature**

\_\_\_\_\_

**Employee**

**Name**

**Date**

**Signature**

\_\_\_\_\_



This document is a PDF copy of **Remote Work Agreement** template. You can edit it with **Jotform Sign** and convert to an eSign document with **Jotform Sign**.



## Learn More About Jotform PDF Products

Jotform offers powerful PDF solutions. Check them out below.

### Jotform PDF Editor

Turn form submissions into PDFs automatically ready to download or save for your records.

[jotform.com/products/pdf-editor/](https://jotform.com/products/pdf-editor/)



### Smart PDF Forms

Convert your PDF files into online forms that are easy to fill out on any device.

[jotform.com/products/smart-pdf-forms/](https://jotform.com/products/smart-pdf-forms/)



### Jotform Sign

Collect e-signatures with Jotform Sign to automate your signing process.

[jotform.com/products/sign/](https://jotform.com/products/sign/)



These templates are suggested forms only. If you're using a form as a contract, or to gather personal (or personal health) info, or for some other purpose with legal implications, we recommend that you do your homework to ensure you are complying with applicable laws and that you consult an attorney before relying on any particular form.