

REMOTE WORK AGREEMENT

This Remote Work Agreement ("Agreement") is entered into between:

Employer: , registered in , with its principal place of business at , and
Employee: , residing at , currently employed as .

Effective Date:

The Employer and the Employee are collectively referred to as the "Parties."

1. Purpose

This Agreement sets forth the terms and conditions under which the Employee will perform their duties remotely (teleworking), either partially or fully, outside the Employer's premises.

2. Duration

This Agreement shall commence on the Effective Date and shall remain in effect until terminated or suspended in accordance with Clause 13 or as otherwise agreed in writing.

3. Place of Work

The Employee shall work from the following address:

Remote Work Location:

Any change to this address must be communicated and approved by the Employer in advance.

4. Working Hours and Time Zone

- The Employee shall work remote:
 - Full-time
 - Part-time
 - Hybrid (specify:)
- Standard working hours shall be: from to , - , based on the **Employer's local time zone** , unless otherwise agreed.
- **Unless otherwise agreed in writing, all references to time in this Agreement refer to the Employer's time zone.**
- For hybrid work, the Employee shall attend on-site at on the following days:

5. Duties and Responsibilities

The Employee shall perform the same duties and maintain the same standards and obligations as outlined in the main employment contract and job description.

6. Tools and Equipment

- The Employer shall provide the following equipment (as applicable):

Laptop
Monitor
Headset
VPN Access
Software Licenses
Other:

- All equipment remains the property of the Employer and must be returned upon request or contract termination.
- If personal devices are used, they must comply with the Employer's security standards.
- The Employee shall ensure no unauthorized person, including household members, has access to company data or systems.

7. Technical Issues

- The Employee is responsible for maintaining a reliable internet connection and power supply.
- In case of technical disruptions, the Employee shall notify the Employer without delay.
- The Employer is not liable for productivity loss unless the disruption is caused by company-provided equipment.

8. Data Protection (GDPR)

The Employee agrees to comply with all applicable data protection laws, including the **General Data Protection Regulation (EU) 2016/679 (GDPR)**.

This includes:

- Accessing systems *only* via secure connections;
- Handling personal data *only* in authorized systems;
- Reporting any data breach *immediately* to the designated Data Protection Officer (DPO).

9. Confidentiality and Intellectual Property

- All confidential information, data, and work created by the Employee remain the property of the Employer.
- The Employee shall not disclose or use any company materials for personal or third-party use.
- Intellectual property created in the course of employment shall be owned by the Employer, subject to applicable national law.

10. Health and Safety

- The Employee confirms that the remote workspace is safe and ergonomically sound.
- The Employer may request a self-assessment or virtual review to ensure compliance with occupational safety requirements.

11. Audit and Access Rights

The Employer reserves the right, with reasonable notice, to verify the suitability and security of the remote working environment through virtual assessments or self-declarations.

12. Compensation and Expenses

- The Employee's salary and benefits remain unchanged.
- Reimbursement of reasonable remote work-related expenses (internet, electricity, office supplies) requires prior written approval and documented receipts.

13. Suspension and Termination

- This Agreement may be suspended or terminated by either Party with at least **calendar days** written notice, unless mandatory national labour law requires a longer period.
- The Employer may temporarily suspend remote work and require a return to office for:
 - Business continuity reasons
 - Performance issues
 - Legal, compliance, or operational requirements

14. Communication and Reporting

- The Employee shall remain accessible during agreed hours via official communication channels
- Reporting duties, virtual check-ins, or performance reviews may be arranged by the line manager.

15. Governing Law and Jurisdiction

This Agreement shall be governed by the laws of _____, and any disputes shall be submitted to the courts of _____.

16. Final Provisions

- This Agreement supplements, and does not replace, the primary Employment Contract.
- Amendments must be made in writing and signed by both Parties.
- In the event of conflict with national labour law, the latter shall take precedence.

Signatures

Employee

Company Representative

Signature

Signature

Name

Name

Date

Date