

# REMOTE WORK AGREEMENT

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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