

# Work From Home Agreement

This Work From Home Agreement (“Agreement”) is entered into as of (the “Effective Date”) by and between:

**Company:** , with a principal place of business at (the “Employer”), and

**Employee:** , residing at , currently employed as (the “Employee”).

## 1. Purpose

The purpose of this Agreement is to outline the terms and conditions under which the Employee will work remotely from home on either a full-time or part-time basis.

## 2. Term

This Agreement will remain in effect until terminated by either party, with or without cause, upon business days’ written notice.

## 3. Work Schedule

- Remote schedule:
  - Full-time
  - Part-time
  - Hybrid (please specify days: )
- Standard hours: from to **Pacific Time (PT)**,  
Unless otherwise agreed in writing, all references to time in this Agreement refer to the Employer’s local time zone.  
If the Employee is based in a different time zone, they are expected to align their working hours accordingly to ensure sufficient overlap with the Company’s core business hours.
- Any changes must be approved by the direct supervisor.

## 4. Duties and Responsibilities

The Employee will maintain their regular duties, responsibilities, and performance expectations as outlined in the main employment agreement or job description.

## 5. Remote Work Location

Employee shall work from the following address:

Any changes require prior written approval from the Employer.

## **6. Equipment and Supplies**

- The Company will provide:
  - Laptop
  - Monitor
  - Headset
  - Other:
- Employee is responsible for maintaining the equipment in good condition and returning it upon termination of employment.
- If personal equipment is used, it must meet Company security standards. The Employer is not liable for damage or loss unless otherwise agreed in writing.

## **7. Internet and Communication**

The Employee must maintain a reliable internet connection and remain accessible during work hours via approved channels.

## **8. Confidentiality and Security**

- Employee must protect all confidential information in accordance with the Company's policies.
- Use of secure access is required.
- Sensitive data must not be stored locally unless authorized.
- In case of suspected breach, the Employee must notify the Company immediately.

## **9. Data Privacy**

The Employee agrees to comply with all internal Company policies regarding data protection and personally identifiable information (PII). Reasonable care must be taken to prevent unauthorized disclosure or access.

## **10. Health and Safety (OSHA)**

The Employee is responsible for ensuring that their home workspace is ergonomically appropriate and free of hazards. The Company may request a self-certification form or photos to meet basic OSHA compliance.

## **11. Compensation and Benefits**

There is no change to salary, benefits, or eligibility for promotion based on the remote work status unless otherwise stated in writing.

## **12. Expenses**

- Reimbursable expenses (with prior approval):
  - Internet service
  - Office supplies
  - Phone charges
  - Other:

- All reimbursement requests must follow Company policy and include receipts.

## **13. Timekeeping and Reporting**

- Employees must accurately track and report their time in accordance with the Company's policy.
- Non-exempt employees must not work overtime without prior written approval, as required under the **Fair Labor Standards Act (FLSA)**.

## **14. Intellectual Property**

All work product, inventions, designs, code, documents, or creative materials created by the Employee in the course of employment (including during remote work) remain the exclusive property of the Employer.

## **15. Incident Reporting**

The Employee must notify the Employer immediately in the event of any of the following:

- Work-related injury
- Data breach or loss
- Equipment failure
- Unauthorized access to company information

## **16. Tax Responsibilities**

The Employee is solely responsible for any tax obligations related to the home office deduction or use of personal resources, unless otherwise advised.

## **17. Termination of Agreement**

This Agreement may be terminated by either party at any time, with or without cause, upon written notice. The Employer may require a return to in-office work at its sole discretion.

## **18. Acknowledgment**

This Agreement supplements, but does not replace, the main Employment Agreement. Nothing in this document shall alter the at-will nature of employment unless stated otherwise in a separate contract.

**IN WITNESS WHEREOF**, the parties agree to the terms above:

**Employee**

Signature

Name

Date

**Company Representative**

Signature

Name

Date