



EMPLOYEE REMOTE WORK POLICY



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This work-from-home policy herein is signed on _____ and
between _____ ("The Employer") and _____ ("The Employee") to
outline the guidelines, responsibilities and rules to be followed by the employees that are eligible
to work from a different location than the office at _____, _____,
_____.

Your position was approved for remote work by _____ on _____.

This remote work policy is valid from _____ until _____. During
this time, employee is approved to work from
_____, _____, _____ until further review.

This may change with the mutual consent of the employee and the employer.

Please read the terms and conditions below, fill in and sign the remote employee form, and submit.

Eligibility

An employee whose work can be effectuated anywhere provided that his or her device hardware and software requirements are met may be eligible for working remotely. Provided that the employee may be able to provide proper output and with permission given by the company.

Remote Rules

During the period of remote working, employees must adhere to the existing company policies which was signed and accepted by the employee, except for the policies that may apply in the office only. Company policies regarding sick leaves, vacation leaves, and the code of conduct, including the process of disciplinary action shall continue to be in effect.

Remote Work Responsibilities and Expectations

Employees must adhere to the work schedules provided to them, be careful about the deadlines and uphold high-quality standards.

To ensure the performance and concentration of the employee and the quality of work, belowmentioned are advised:

- Working from a quiet and distraction-free working place,
- Having an adequate internet connection sufficient with regards to the nature of the work,
- Adhering to usual break schedules,
- Being available to communicate.

Mandatory and scheduled meetings should be continued to be attended through

The Employee accepts and agrees that _____ shall show the utmost care in order to comply with the relevant data protection agreements, regulations, workplace policies, declarations, obligations and responsibilities, be careful regarding even the family members, _____ shall not disrupt the data integrity and shall not act in a way that shall harm the company networks. It is under the responsibility of the employee to report immediately any incident of breach to his or her manager and/or the information technology officer.

The Employee shall be required to log in and access the Virtual Private Network (VPN) of the company for the security of all communications during company-related activities, especially during work hours. The use of the VPN shall exclusively be used for company activities only. Should the employee need to access the internet for personal activities, he or she must use his or her personal internet access.

During work hours, the Employee must be online and accessible. Any correspondence must be answered as soon as possible.

Safety and Security

Employees working remotely will still receive full company benefits, including health insurance and worker's compensation.

Employees are advised to choose a safe and secure location to work from, and to maintain high levels of safety as the Employee shall not be under the protection and care of the Employer.

Only equipment owned by the company and on loan to the employee is covered by the Employer's chosen insurer. All other equipment is to be covered by the employee's personal insurance provider.

Compensation and Equipment

There will be no change to compensation of the employee should the employee work from home. Any performance metrics as to commissions shall remain in full effect.

The Employer shall reimburse the Employee for:

The Employer shall provide with the equipment that is essential to their job duties. The Equipment provided to the Employee is;

Employees must:

- Keep the equipment password protected,
- Store equipment in a safe and clean space when not in use,
- Follow all data encryption, protection standards and settings,
- Refrain from downloading suspicious, unauthorized or illegal software.

I hereby agree that I have reviewed the Remote Work Policy and understood its content.

Employee's Name

Employer

Date

Date

Signature

Signature



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