This Remote Work Agreement ("Agreement") is made between ABS Company ("Company") and the employee, John Smith ("Employee"). This Agreement outlines the terms and conditions under which the Employee will perform their duties remotely and ensures alignment with Company policies and operational requirements.

**1. Work Location and Hours**

* **Remote Work Location:** Employee agrees to perform remote work from a designated workspace at their residence.
* **Working Hours:** Employee shall be available from 9:00 AM to 5:00 PM, Monday through Friday, coinciding with the Company’s core working hours. Any deviations require prior approval from the supervisor, Anna Brown.
* **Break Times:** Employee is entitled to standard breaks including a 30-minute lunch break and two 15-minute breaks during the workday, complying with Company policies and labor laws.

**2. Communication and Availability**

* **Regular Check-Ins:** Employee will participate in scheduled daily or weekly meetings via video conference or phone as required by the supervisor.
* **Response Time:** Employee is expected to respond to calls, emails, and instant messages within one hour during working hours.
* **Reporting:** Employee will submit progress reports or updates on assigned tasks as directed by supervisor Anna Brown, ensuring clarity of deliverables and deadlines.

**3. Equipment and Software**

* **Provision of Equipment:** The Company will provide a laptop, pre-installed with necessary software licenses and tools required for job duties.
* **Employee Responsibility:** The Employee is responsible for the proper use, maintenance, and security of all Company-provided equipment.
* **Software Usage:** Employee agrees to use licensed software strictly for work purposes and ensure all updates and patches are installed timely.

**4. Data Security and Confidentiality**

* **VPN Usage:** Employee must connect to the Company network using an approved Virtual Private Network (VPN) at all times during remote work to maintain data security.
* **Secure Network:** Employee will use secure, password-protected Wi-Fi networks and avoid public or unsecured internet connections to prevent unauthorized access.
* **Confidentiality:** Employee shall adhere to all confidentiality obligations, ensuring Company information and sensitive data are protected and not disclosed to unauthorized persons.
* **Device Security:** Antivirus software, firewalls, and secure password protocols shall be maintained on all devices used for work.

**5. Compliance and Policy Adherence**

* Employee agrees to comply with all applicable Company policies, including but not limited to data protection, intellectual property, and workplace conduct policies while working remotely.
* Any equipment issues, security incidents, or breaches must be reported immediately to supervisor Anna Brown or the IT department.

By signing below, the Employee acknowledges understanding and acceptance of the terms of this Remote Work Agreement.

| **Employee Name** | **John Smith** |
| --- | --- |
| Supervisor | Anna Brown |
| Date | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

*This document serves as a formal acknowledgment of remote work expectations and responsibilities to ensure productivity and security consistent with ABS Company standards.*

Picture of signature

Olivia Wilson

Manager