

## environment-for-the-americas

### Freelance contract

**This Agreement** is made between [Your Company Name] ("the Company") and [Developer's Full Name] ("the Developer").

#### 1. Position

The Developer is engaged on an as-needed basis to perform web development tasks, which may include front-end development, bug fixes, code maintenance, design implementation, and content updates for the Company.

#### 2. Hourly Rate and Payment

- **Hourly Rate:** \$[Insert Rate] per hour.
- **Payment Terms:** The Company will pay the Developer bi-weekly for hours worked, based on approved timesheets submitted through [Invoicing System or Company Platform].
- **Invoices:** The Developer is required to submit an invoice listing hours worked and tasks completed at the end of each pay period.

#### 3. Work Schedule and Availability

- The Company will notify the Developer of upcoming tasks or projects as needed.
- **Availability:** The Developer is expected to respond to requests for availability within 24 hours of notification, but is not obligated to accept all tasks.
- **Flexible Hours:** The Developer may complete tasks within agreed timelines but is not required to work at specific times, unless otherwise discussed.

#### 4. Task Assignment and Communication

- **Project Assignment:** Tasks will be assigned via [Task Management Platform] or through [Communication Tool (e.g., Slack, email)].
- **Turnaround Times:** Tasks should be completed within specified deadlines. Regular communication is expected on the status of assigned tasks.
- **Reporting:** The Developer is expected to provide regular updates on progress through the Company's communication platform.

#### 5. Performance Standards

- The Developer agrees to perform duties with reasonable skill, efficiency, and professionalism, ensuring code quality and consistency with the Company's standards.

#### 6. Company Policies and Confidentiality

- The Developer agrees to uphold the Company's policies, including all policies on data protection and security.
- **Confidentiality:** The Developer will not disclose any proprietary information, code, or data related to the Company or its clients, both during and after the term of employment.

## 9. Termination

- Either party may terminate this agreement by providing one week's notice.
- The Company reserves the right to discontinue offering work at any time, with no guaranteed hours.

## 10. Intellectual Property

- All work, including but not limited to code, designs, and other deliverables created by the Developer during employment, is the exclusive property of the Company.

## 11. Agreement Acceptance

By signing below, both parties agree to the terms outlined above.

**[Your Company Name]**

Signature: \_\_\_\_

Name: \_\_\_\_

Date: \_\_\_\_

**[Developer's Full Name]**

Signature: \_\_\_\_

Name: \_\_\_\_

Date: \_\_\_\_