

Remote Work Policy for Employees of [Acme Inc.]

This work-from-home agreement outlines guidelines, responsibilities and rules of employees that work from a different location than our office at **[1200 Main St, 94016 San Francisco, California.]**

Your position was approved for remote work by **[your manager]** on **[date of agreement]**.

This remote work policy is valid from the date of the agreement until **[possible end date]**. During this time the employee is approved to work from a remote workplace like their home at **[home address]** and **[other places of work]** or until further review.

(Optional) The employee may work from one of those remote workplaces up to **[amount]** of days per week.

Requirements for productive remote collaboration

To ensure the quality of work and concentration of the employee is kept at a similar or higher level than in the office, we advise remote employees to:

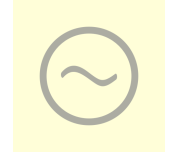
- Work from a quiet and distraction-free working place
- Have an adequate internet connection and physical workspace
- Adhere to usual break schedules
- Available for scheduled synchronous and asynchronous communication

Mandatory and scheduled meetings should be continued to be attended through **[meeting software of choice]**.

(Optional) **[your manager]** and you should adhere to a bi-weekly review and 1-on-1 session to discuss progress and overall sentiment.

Equipment and Security

A **[type of computer w/ serial number]** was made available for home use during the remote work agreement is active.



The employee agrees to only access the open internet through the provided VPN and adhering to existing security and safety rules as specified in **[security policy]**.

The equipment provided is company property. As such, it shall be returned at the end of this agreement and avoid any misuse. The equipment is to be used for business purposes only. Employees must take proper measures to secure Company information, assets and systems.

Reimbursements and Compensation

Remote employees are offered to submit additional items for reimbursement to cover necessary business-related expenses that are incurred during the remote working period.

- Internet costs
- Increase in electricity bill
- Authorized software
- Shipping costs
- Homeowner insurance fees
- Monthly \$100 budget for office-related catering (coffee, tea)

The overall compensation stays as-is. **[Acme Inc.]** reserves the right to review the existing compensation package if the employee decides to relocate out of state.

I have reviewed the Remote Work Policy with [my manager] and understand its contents.

Employee Signature

Supervisor Signature