

## Remote and Flexible Working Agreement

Below is a sample agreement for modification as required. You can deploy this form in a number of different ways including:

- [Microsoft Forms](#) (inside O365)
- [Sharepoint](#) with Workflow Rules for sign off
- [Employment Hero](#) – HR management system with employee contract & policy management. It can also do timesheets

The Remote and Flexible Agreement must be read in conjunction with the Company's Working From Home or Flexible Working Policy.

All employees who request to work remotely, either on a casual or ongoing basis, are required to enter into a remote working agreement first. All instances of working remotely under this Agreement must have the approval of the Employee's Manager in advance. Should any circumstance change, a new agreement shall be entered into.

### Remote Working Checklist:

The following checklist must be completed by the employee in relation to this Agreement:

	YES	NO
<p>I can confirm that my location of work under this Agreement will be my primary address as recorded in Employment Hero.</p> <p>If <b>NO</b>, please state full address:</p>		
<p>Proposed days and/or hours (if reoccurring and regular) to be worked from home?</p>		
<p>I confirm that I have read and fully understand the Company's Working From Home/Flexible and Remote Working Policy.</p>		
<p><b>Workplace Health and Safety</b></p>		
<p>I have an appropriate and designated work area, such as an office or study, with at least 6.25 square metres of free space.</p>		

There is no excessive noise affecting the work area.		
The room temperature is comfortable with heating and cooling as required.		
There is adequate lighting for the tasks being performed.		
It is a non-smoking environment.		
All power outlets, adaptors and cords are in good condition and not overloaded.		
The area of the work surface is at least 1500mm(W) x 900mm(D).		
The seat height, tilt, angle and back rest are all comfortable and appropriate for use.		
There is access to an adequate first aid kit and/or there is a medical center within 5kms.		
Floor and workspace is uncluttered and free of trips, slips or fall hazards.		
I agree that I have consulted and followed the "Setting Up Your Work Area" guide prior to commencing home-based work.		
I agree to notify the company of any work related accident, injury, illness or disease arising out of remote work within 24 hours.		
I acknowledge that the exercising of leave whilst under this Agreement must be notified in accordance with the Company's Leave Policy.		
Any equipment owned or leased by the Company and for use by the Employee at the remote work site will be used primarily for the purposes of work.		
<b>Communication, Technology and Internet</b>		
I have access to the required equipment and technology to be able to do my role.		
I have access to 4G or higher speed broadband.		

I confirm that any work-related expenses for internet use, mobile phone or home phone use is not claimable under the Company's Travel & Expense Reimbursement Policy without prior approval (this does not void any personal income-related tax deductions).		
I confirm that any expenses related to the use of, or arising from the use of my personal equipment, or caused by the installation of software supplied on my personal equipment is not claimable.		
I confirm that I have backups of all my personal data, information and anything that I might need on any personal equipment used for work.		
I confirm that I have all the installation media and all required license keys for all the software installed on my personal equipment and that all software on my personal equipment used for work is legally licensed.		
I confirm that I will be contactable during the periods in which remote work is carried out and available for communication with all relevant stakeholders via mobile or landline.		
I consent to my personal contact details being shared with the relevant personal, subcontractors and suppliers of the Company		
A communications procedure has been established to ensure regular contact between myself and my manager.		
I agree that any days, or part-days, agreed to be worked under this Agreement will be authorised in advance by my Manager.*		

*\*Your Manager may request you to confirm your priorities or work projects, tasks and responsibilities and set expectations around their completion or progress. You must also convey your priorities to your Manager via an established communication channel.*

**Employee Name:**

**Manager Name:**

**Employee Signature:**

**Manager Signature:**

**Date:**

**Date:**

**People and Culture Manager Name:**

**People and Culture Manager Signature:**

**Date Received:**

**Date Approved:**