**Remote Working Agreement**

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| **Name:** | **Job Title:** |
| **Address of remote working:** | |
| **Phone number at remote working address:** | **ESC mobile phone number (if relevant):** |
| **Date on which remote working will commence:** | **Date remote working arrangements agreed:** |
| **Is the Agreement: Permanent / Temporary / Trial\* – please specify end date:**  \*delete as necessary | |
| **Is the Remote Worker: Permanent / Regular / Occasional\* – please specify review date:**  \*delete as necessary | |
| **Assessment of suitability of remote working**:  *Employees and line managers should consider:*   * *The suitability of the role to remote working.* * *The suitability of the employee to remote working.* * *What will be the effect on the functions of the office? What changes to procedures would be required?* * *Can the work readily be undertaken at a location away from the main office?* * *The suitability of the remote working location. If the remote location is not the employee’s home, how will the work be conducted securely and confidentially?* * *How can the work be monitored?* * *How should contact be made?* * *What equipment would be required?* * *What costs would be incurred?* * *The background to the request.* * *Is the request asking for a reasonable adjustment related to a disability?* | |
| **Remote working arrangements agreed:**  (Include any communications / expenses / working hours / regular visits etc. agreed) | |
| **Equipment Provided** (including serial numbers): | |
| **Proposed Working Pattern** (capturing working hours, days onsite, etc.)**:** | |
| **Employee Declaration:**   * I will be responsible for completing and recording annual health and safety checks at my remote working location; * I understand that the requirement for me to adhere to ESC’s policies and procedures is unaffected by the fact that I will be working remotely; * I understand that any expenses incurred will be reimbursed in line with ESC’s Remote Working and Out of Pocket Expenses policies. * I agree to allow access, by prior arrangement, to my manager, ESC IT providers, portable appliance testing staff and any other ESC employee who requires access to perform their duties; * I understand that the remote working agreement is not a substitute for childcare or other caring responsibilities and that adequate provisions must be made in respect of these; * I understand that I may be required to attend the ESC main office or other locations from time to time at reasonable request to attend business events (e.g. team meetings, interviews, training); * I understand the provision for the remote working agreement to be cancelled by myself or ESC with three months’ notice. | |
| **EMPLOYEE:** Please sign to confirm that you have read, understood and agree to the conditions relating to the remote working arrangement: | |
| **Signed:** | **Date:** |
| **Print:** | |
| **LINE MANAGER:** Please sign to confirm that you have read, understood and agree to the remote working arrangements requested by the employee: | |
| **Signed:** | **Date:** |
| **Print:** | |