

Remote Working Agreement

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: <i>Employees and line managers should consider:</i> <ul style="list-style-type: none">• <i>The suitability of the role to remote working.</i>• <i>The suitability of the employee to remote working.</i>• <i>What will be the effect on the functions of the office? What changes to procedures would be required?</i>• <i>Can the work readily be undertaken at a location away from the main office?</i>• <i>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?</i>• <i>How can the work be monitored?</i>• <i>How should contact be made?</i>• <i>What equipment would be required?</i>• <i>What costs would be incurred?</i>• <i>The background to the request.</i>• <i>Is the request asking for a reasonable adjustment related to a disability?</i>	
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: