WORKING FROM HOME AGREEMENT

EMPLOYEE & HOME WORKSITE DETAILS	
Employee Name:	
Date:	
Home Worksite Address:	
Designated area of home where work will be conducted:	
Proposed days and/or hours per occasion or per week to be worked at the home based work site:	
Methods of communication:	• Telephone • SMS • Email • ZOOM • GoTo Meeting
Termination of agreement:	Either party may terminate the agreement, provided that the party wishing to terminate gives reasonable notice. It is agreed that reasonable notice will be four weeks if the previously agreed period for working from home was for six months or more; or two weeks if the previously agreed period for home based work was less than six months.

Prior to working from an off-site location, the staff member should use the following checklist to assess their home office in order to minimise the risk of illness or injury whilst performing <company-name> work.

Off-site office checklist

1. Workstation		
Do you have a designated office space to undertake remote work?	Yes	No
Is the workstation adequate for the tasks to be performed?	Yes	No
Workstation ergonomics: • There is adequate workspace (minimum 3 square meters) • Desks or benches are large enough to accommodate all work • There is sufficient leg room • Ability to sit close to the workstation without any impediment	Yes	No
2. Chair		
Do you have a chair with a suitable backrest?	Yes	No
3. Computer, Screen, Keyboard		
Where a laptop or notebook is used, is a separate mouse and keyboard or docking station provided and used?	Yes	No
Are the screen, keyboard and mouse appropriately adjusted to reduce discomfort?	Yes	No
Is there adequate space to use the keyboard in front of the screen?	Yes	No
In the instances of using a laptop: • An external mouse is used • The top of the monitor is the same height as eyes looking at the to edge of the screen when looking straight ahead.	Yes ☐	No ☐
4. Mouse		
Is the mouse on the same height surface as the keyboard?	Yes	No
5. Other Equipment & Surroundings		
Is a printer available?	Yes	No
Do you require a document holder?	Yes	No
Is there adequate storage space?	Yes	No
Are there adequate power outlets to run the computer and other equipment?	Yes	No
Is the internet connection reliable and of a suitable speed to perform the duties required?	Yes	No
Is the floor space free from tripping hazards?	Yes	No
Are there sufficient power outlets to run the computer and other equipment?	Yes	No
Is there a functioning and maintained smoke detector in the house?	Yes	No
Are you aware of your responsibility to report any accidents or serious incidents to your supervisor?	Yes	No
Are there any sources of excessive or disruptive noise?	Yes	No
Does the layout of the workspace allow easy access to equipment?	Yes	No

6. Environment		
Is the lighting adequate for the tasks being performed?	Yes ☐	No ☐
Is the noise level of the home worksite acceptable?	Yes	No
Are equipment and materials stored in a safe and orderly manner?	Yes	No
Is their reasonable and sufficient ventilation?	Yes	No
Is your workspace free and clear of any tripping hazards?	Yes	No
7. Child / Dependent Care and Other Interests		
The employee agrees to ensure that responsibility to care for children or other family or household members, or engaging in any other non-work-related interests will not compete with the employee's work requirements during the designated work hours.	Yes	No
Arrangements are in place for person(s) other than the employee to care for dependent(s) during work hours.	Yes	No
8**. Other**		
I understand that whilst working from home I must take regular rest breaks when sitting for extended periods so as to ensure good body posture and general fatigue are well managed. As a guide a short rest break every hour should assist with managing such issues. It is also understood I will not work for more than 5 consecutive hours without taking a meal break.	Agreed	
In the event that my address changes or the circumstances around which I am working from home changes, I will notify my employer so assess whether the new arrangements are suitable for working from home.	Agreed	
I am fully informed of the working from home requirements and have been fully briefed in all aspects and proficient in the use of information technology equipment, personal computer applications and software packages necessary to perform work at the home worksite.	Agreed	
I am aware that if I wish to work from home, it is my responsibility to establish and maintain a suitable home-based worksite. The cost of any utilities to perform home-based work is at my expense.	Agreed	
Whilst working from home, I understand I must still work within "ordinary hours" as specified in my employment contract.	Agreed	

8. **Other (continued…)**	
Whilst working from home I agree to: • Ensure the security and confidentiality of all business and client information; • Ensure the security of access to business computer networks; • Immediately notify <company-name> management of any breaches of security, theft or damage to business or client information and/or property; • Notify <company-name> management of any changes to the home worksite including location and/or contact details; • Comply with the arrangements outlined in the Work From Home Agreement; • Deliver on agreed work outcomes on a consistent basis; • Participate in team meetings and relevant learning and development activities via Zoom; • By agreement, provide <company-name> management or other approved parties with access to the home based worksite where necessary for matters such as WHS inspections or other such matters as agreed upon; • Report any accidents or injuries occurring within the home based worksite within 24 hours of occurring; • Abide by the <company-name> *Employee IT and Internet Usage Policy*; • Maintain a clear delineation of when I am working and when I am not working and maintain accurate time and attendance records; • Indemnify <company-name> against all loss or damage to my property and all claims by third parties in respect of personal injury and property damage, except to the extent caused by the negligent act, error or omission of <company-name>; • Be contactable and available for communication with <company-name> during the periods in which home based work is carried out; • Devote the agreed working hours from home to my work; • Deliver agreed outcomes and meet required deadlines; • Produce the same quality of work as when working in the office; • Be contactable and available for communication; • Take reasonable care for my health and safety and ensure the worksite continues to conform to acceptable WHS standards. • Ensure that I will remain 100% compliant on the Skype Chat. I must be marked as available from 9am – 5:30pm except when on lunch/break, another call or webinar. During these times you must mark yourself as Away (break/lunch) or Busy (Call/Webinar). <company-name> Call Log group chat will be used for monitoring call and <company-name> Group Chat will be used for general comms. • Reply to messages on Skye Chat must be within 5 minutes	Agreed ☐

9. WHS Issues or Hazards		
Are there any OHS issues or hazards that you are aware of that may affect your ability to work safely from home? If YES, please list below	Yes ☐	No ☐

Declaration & Agreement

I undertake to comply with the provisions of this Agreement and the associated working from home health and safety requirements. Whilst working from home I will continue to comply with all relevant <company-name> policies, processes and procedures.

Employee Signature: _____

Managers Signature: _____