**Working from Home Agreement**

AGREEMENT Between ***[insert name of business]*** (the Company) and ***[insert name of employee]*** (the Employee) at ***[insert address of home workplace]*** (Location) to perform ***[insert work to be performed]*** (Work) for ***[insert duration of work, i.e. how many days per week]*** (Duration).

1. The Company and the Employee have agreed to the following arrangements with respect to Employee working from home at the Location. The Work will be performed at the Location for the Duration.
2. This agreement is conditional on the Employee having completed and provided to the Company a satisfactory Home Workplace Inspection.
3. The Company is responsible for the health and safety of the Employee when performing the Work for the Company in accordance with these arrangements to work from home.
4. The Employee agrees to advise the Company of any change of circumstance which may impact on the working from home agreement.
5. The Employee agrees to take reasonable steps to ensure that the Location is safe and that they perform the Work in a safe manner, including that they will cooperate with the Company at all times.
6. Unless otherwise agreed, the Employee is responsible for all costs associated with ensuring that the Location is safe and that the Employee can safely perform the Work from home and comply with all relevant safety laws.
7. All policies of the Company, including IT and work health and safety policies, will apply to the Employee at the Location.
8. The Company and the Employee have agreed that the list of equipment attached to this agreement will be the equipment used by the Employee in carrying out the Work at the Location, and identifies who owns the equipment. Any equipment owned by the Company will only be used for the Work and remains the property of the Company. Any costs incurred by the Employee in using their own equipment for the Work will be reimbursed to the Employee on provision of a suitable tax invoice.
9. The Employee agrees to be available for communication with the Company at all times during the period in which the Work is being performed.
10. This agreement will automatically terminate after ***[insert number of weeks or months]*** and also may be terminated by either party at any time with 4 weeks’ notice. This agreement does not otherwise vary or modify the existing terms and conditions of employment between the Company and the Employee.

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Employee name Date

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Company representative name Date

**Equipment & Resources Register**

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| **Equipment** | **Location** |
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