

REMOTE WORK AGREEMENT

Location: _____ Date: _____

Parties:

Employer Name: _____

Employer Address: _____

Employee Name: _____

Employee Address: _____

Recitals:

WHEREAS, Employer desires to engage Employee to perform certain duties remotely, and Employee agrees to perform such duties under the terms and conditions set forth in this Agreement.

1. Engagement and Duties

Employer hereby engages Employee to perform the duties described in the attached Job Description or as otherwise communicated, and Employee accepts such engagement. Employee shall perform all duties faithfully, diligently, and to the best of Employee's ability.

2. Work Location and Hours

Employee shall perform work remotely from Employee's chosen location within the United States, complying with agreed-upon work hours, schedules, and availability requirements established by Employer.

3. Term and Termination

This Agreement shall commence upon execution and continue until terminated by either party with at least fourteen (14) days prior written notice. Employer may terminate immediately for cause, including but not limited to breaches of this Agreement or misconduct.

4. Compensation and Benefits

Employee shall be compensated as set forth in the attached compensation schedule. Employee shall be eligible for benefits consistent with Employer's policies and applicable law. Employer shall withhold applicable taxes and make required deductions.

5. Equipment and Expenses

Employer shall provide necessary equipment or reimburse Employee for pre-approved expenses reasonably incurred in performing remote work, subject to Employer's policies and prior written approval.

6. Confidentiality and Data Security

Employee agrees to maintain the confidentiality of Employer's proprietary information, trade secrets, and confidential data at all times, including taking reasonable measures to secure electronic devices and data against unauthorized access.

7. Compliance with Laws and Policies

Employee shall comply with all applicable federal, state, and local laws, including labor and tax laws, and Employer's policies, including those related to remote work, data privacy, and workplace conduct.

8. Work Product

All work product, including but not limited to inventions, designs, reports, and documents, created by Employee in the course of employment shall be the exclusive property of Employer.

9. Liability and Indemnification

Employee shall indemnify and hold Employer harmless from any claims, damages, or losses arising from Employee's negligence, willful misconduct, or breach of this Agreement.

10. No Waiver

Failure by either party to enforce any provision of this Agreement shall not constitute a waiver of future enforcement of that or any other provision.

11. Entire Agreement

This Agreement, together with any attachments or exhibits, constitutes the entire agreement between the parties and supersedes all prior agreements, understandings, and communications relating to the subject matter herein.

12. Amendments

Any amendments or modifications to this Agreement must be in writing and signed by both parties.

13. Governing Law and Venue

This Agreement shall be governed by and construed in accordance with the laws of the State of _____. Any disputes arising hereunder shall be resolved exclusively in the state or federal courts located in _____ County, _____.

14. Severability

If any provision of this Agreement is found to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

15. Independent Contractor Status

Employee acknowledges that they are an independent contractor and not an employee of Employer for any purpose other than as specifically stated herein.

16. Non-Discrimination and Equal Opportunity

Employer and Employee agree to comply with all applicable non-discrimination and equal opportunity laws and policies.

17. Equipment Return

Upon termination of this Agreement, Employee shall return all Employer-provided equipment, documents, and confidential information.

18. Health and Safety

Employee agrees to maintain a safe and healthy work environment consistent with Employer's standards and applicable laws.

19. Notices

All notices required or permitted under this Agreement shall be in writing and delivered by hand, certified mail, overnight courier, or electronic means with confirmation, to the addresses provided.

20. Signatures; Counterparts

This Agreement may be executed in counterparts, each of which shall be deemed an original but all of which together

shall constitute one and the same instrument.

EMPLOYER'S SIGNATURE

EMPLOYEE'S SIGNATURE

Signature: _____

Signature: _____

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