



QF	REMOTE WORKING AGREEMENT
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Attachment D: Remote Working Agreement

This Agreement is dated **INSERT** between Enhanced Lifestyles (the employer) and **INSERT EMPLOYEE** (the employee). The parties agree:

1. The employee will work at **INSERT REMOTE WORKING ADDRESS** (remote working address)
2. The remote working address has been assessed as appropriate
3. The employee will undertake their normal working duties at the remote working address as follows:

INSERT DAYS / TIMES WORK IS CONDUCTED REMOTELY

The remote working arrangement will commence on **INSERT START DATE** and will be reviewed on **INSERT REVIEW DATE**.

The employer may terminate this agreement at any time by providing the employee with four (4) weeks' notice in writing, or with less notice by agreement by both parties. In the event of a change of remote working address, this Agreement automatically terminates, and a new Agreement must be negotiated if remote working is to continue.

Work Health Safety

It is acknowledged that both parties have obligations under the relevant work health and safety and workers compensation legislation.

The employer's duty of care will apply to an employee at the remote worksite whilst performing work-related duties. The employee will be covered by relevant workers compensation legislation for injuries sustained in the course of performing work-related duties at home in accordance with this Agreement. This does not include any personal or non work-related tasks which are performed whilst working from home.

The employee must maintain the remote worksite to a safe standard which complies with existing occupational health regulations and requirements. The employee must report any incidents immediately in accordance with incident reporting procedure.

Access, Security and Insurance

The employee agrees to:

- Provide access within the agreed hours for work related visits by the employer with 24 hours notice for routine work matters and immediate access in the event of an emergency situation, or as agreed between the parties. The employee may have a third person present during these visits.
- Allow access to delegates of the employer for the purpose of equipment installation and maintenance, work health and safety assessment, the auditing of files, IT equipment and software packages or retrieval of any furniture and equipment in the event of this Agreement being terminated.
- Ensure the security and confidentiality of all Company information.
- Ensure the security of access to Company equipment and computer networks.
- Ensure that home/contents insurance provisions cover Company-provided equipment.
- Immediately report any breaches of security arrangements, theft or damage to the employer.
- Notify the employer of any changes to the home worksite including contact details.

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.



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Declaration

Employee

I undertake to comply with the provisions of this Agreement and the associated work health and safety requirements. I will continue to comply with all relevant policies and my confidentiality obligations.

Signature: _____ Date _____

Print Name: _____

Employer

I confirm that this Agreement has been considered in accordance with the Remote Working Arrangements Policy and the appropriate consultation processes have been undertaken.

The employee is proficient in the use of all equipment and software packages necessary to perform the agreed work at the remoted worksite and has received the necessary training, information and instruction to undertake this work.

Signature: _____ Date _____

Print Name: _____