

# Remote Work Agreement Form

Defines remote work terms, expectations, and compliance obligations.

## 01 Employee Information

Employee Name

Employee ID

Department

Position

Reporting Manager

## 02 Remote Work Arrangements

Remote Work Address

City

Country

Start Date

End Date (or Permanent)

Work Schedule

Working Hours

## 03 Equipment & Expenses

Company-provided equipment:

- Laptop / Notebook
- Keyboard & Mouse
- Webcam
- Ergonomic Chair

- External Monitor
- Headset / Earbuds
- Docking Station
- Standing Desk

Internet Allowance

Other Allowances

**04 Compliance & Security**

**Data Security Acknowledgment**

**Workspace Safety Confirmation**

**Communication Expectations**

**Declaration & Consent**

By signing this agreement, I confirm that I will comply with all company policies while working remotely. I agree to maintain a safe and secure workspace, protect company data and equipment, and remain available during agreed working hours. I understand that this remote work arrangement may be modified or revoked with reasonable notice. All data will be handled in accordance with Humii's Privacy Policy.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date (DD/MM/YYYY)

\_\_\_\_\_  
Full Name (Print)

\_\_\_\_\_  
Designation