

## Purpose

This Remote Work Agreement clarifies the expectations and guidelines for remote work arrangements between DocuPal Demo, LLC and Acme Inc.

## Definition of Remote Work

Remote work is defined as performing job duties from a location other than DocuPal Demo, LLC's primary office.

## Benefits of Remote Work

Remote work offers:

- Increased flexibility
- Improved work-life balance
- Reduced commuting time

## Eligibility

Eligibility for remote work is determined by:

- Job role suitability
- Performance record
- Manager approval

Remote work requests must be approved by the employee's direct manager and Human Resources. Roles requiring constant on-site presence, such as lab technicians, are excluded.

## Work Hours and Communication

Core working hours are from 9:00 AM to 5:00 PM local time. Employees must remain accessible via email, instant messaging, and video conferencing.

Communication will primarily occur through Slack, Microsoft Teams, and Zoom.

## Equipment and Maintenance

DocuPal Demo, LLC will provide a laptop, monitor, and necessary software. The IT department is responsible for equipment maintenance.



Employees must adhere to guidelines for acceptable website usage and software installation.

## Data Security

Employees must follow these data security measures:

- Use of VPN
- Strong passwords
- Multi-factor authentication

All sensitive documents must be encrypted, and confidential information should not be discussed in public spaces.

Only company-issued devices should be used, and employees must use secure Wi-Fi networks and regularly update software.

## Performance and Evaluation

Key performance indicators include project completion rates, meeting deadlines, and client satisfaction.

Employees must submit weekly progress reports and participate in daily check-ins with their manager. Productivity will be evaluated via performance reviews and project outcomes.

## Compensation and Benefits

Compensation remains the same regardless of remote work status. Employees receive a standard benefits package, including health insurance, paid time off, and a retirement plan. DocuPal Demo, LLC will not reimburse expenses for home office setup.

## Home Office Safety

Employees are responsible for maintaining a safe and ergonomic workspace. DocuPal Demo, LLC provides access to ergonomic assessments and resources.

Health incidents occurring while remote must be reported immediately to the manager and HR department.

## Term and Termination



This agreement is for one year, renewable annually. Amendments must be in writing and signed by both the employee and DocuPal Demo, LLC.

This agreement can be terminated for:

- Violation of company policy
- Performance issues
- Business needs

## Signatures

Signatures required: Employee and authorized representative of DocuPal Demo, LLC. Digital signatures are handled via DocuSign. No witness or notary is required.

