



theAlliancegroup®

*Small Business Relies on The Alliance Group®*

## REMOTE WORK AGREEMENT

I, \_\_\_\_\_, understand and accept the following provisions regarding my remote work arrangement with **The Alliance Group, Inc.** (“Company”). I am in agreement that this may become necessary in order to continue business operations. This allows assurance to our clients that my work is completed timely as our clients rely on me and our company.

### **WORK ARRANGEMENT**

- As a remote work employee, I will be performing work from a non-Company, off-site location.
- Remote working days are designated as assigned, unless otherwise necessary to report at the Company location.
- For work performed at the Company location, dedicated workspace, computer, and telephone will remain (unless otherwise necessary).
- When performing off-site remote work, I am committed to being accessible by phone, text, and/or e-mail. Equally, ongoing efforts in work performance will not change as a result of the remote work arrangement, nor will my oversight of the current workload I now harbor.
- My remote work arrangement will not be construed as a contract of employment and the Company may legally modify or terminate this arrangement at any time for any reason.
- Should the company decide that the situation has changed, this remote work arrangement is subject to automatic review.
- The general policies and procedures of the Company prevails during this arrangement.

### **COMPENSATION and BENEFITS**

- My compensation and benefits will not change as a result of working off-site.
- As an hourly employee, I am expected to clock in and clock out in accordance to the hours I am actively engaged working, just as I would if I were working on-site.

### **COMPUTER EQUIPMENT, SOFTWARE, SUPPLIES**

- I will work with my reporting manager to determine off-site location equipment, software, and supplies needed to perform job responsibilities/expectations efficiently and effectively.
- As applicable, any/all Company-owned equipment, software, or supplies will be paid for, provided, and maintained by the Company as ownership.
- I will not duplicate company-owned software or information, unless formal authorization is obtained in advance.

- I will take reasonable care to protect Company equipment and/or software from theft, damage, or misuse. In the event of theft and despite my having taken reasonable security precautions, the Company will replace equipment/software as and when deemed appropriate.
- I will return any/all equipment, software, and supplies when/if remote work arrangement ends, or when/if leaving the company. Should I refuse to return Company equipment, software, supplies, the Company may take whatever legal action is necessary to regain its property, data, and/or supplies.

#### **TECHNICAL SUPPORT**

- The Company will provide technical support for computer equipment and/or software necessary to perform remote work; the Company or technical support accepts no responsibility for damage or repairs to personal equipment I own.
- While performing remote work, should potential failure occur when using Company-owned equipment and/or software, I understand that technical support is available only by email/phone and that technicians will not be dispatched to my off-site location.

#### **FURNITURE, OFFICE SUPPLIES, TRAVEL EXPENSES**

- As applicable, I will provide and maintain ergonomically suitable desk, chair, lighting, grounded electrical outlets, smoke detectors, and a fire extinguisher.
- I am responsible for any/all home expenses, such as utility bills, and expenses related to building or remodeling my workspace.
- The Company will not reimburse me for travel expenses other than those normally covered under the existing company policy.

#### **TELEPHONE/CONNECTIVITY**

- While most work performed or communicated is electronic (i.e. email interaction), I agree to utilize my personal cell phone while conducting remote work and as deemed necessary; this may occur (not limited to): 1) throughout the workday; 2) when scheduled client consultation(s) or meetings are requested or necessary; and 3) as Company-led interaction, meetings, internal communication/engagement is requested and/or required.
- As applicable, should work-related cell phone charges result while conducting remote work, I will provide the Company with my cell phone provider's current invoice, highlight any/all associated fees with documented purpose, and submit for consideration of reimbursement.

#### **INSURANCE**

- As applicable, I understand that the Company's property insurance does not extend to my home or off-site work location, therefore, will be required to review my home-owner's insurance policy to determine the extent of equipment coverage.
- I will register my remote work equipment with my insurance carrier or, if necessary, purchase an additional rider to my existing policy. I will provide proof of such insurance to the Company.

#### **DATA SECURITY, PROPRIETARY INFORMATION**

- I will take all precautions necessary to protect and hold secure proprietary information and will comply with company policies regarding data security.
- Other than what is provided by the Company, and as applicable, I will not download outside anti-virus software or utilize external equipment/software support.

- I agree to follow the Company's policy regarding securing and disposing of confidential information.
- I will not use company-provided equipment or software issued programs for personal use and will prevent unauthorized access to Company data by individuals who are not employees of the Company (i.e. spouse, children, visitors, etc.).
- To successfully accomplish my role and responsibilities, the Company and I have determined the use of my own, personal laptop and/or personal computer be programmed by our current I.T. provider, Thompson Innovations, with the necessary software platforms/programs, VPN access to the Company's shared drive, etc. In reverse, and should I voluntarily or involuntarily leave the Company, I agree to having my own, personal laptop removed of any/all Company-related software platforms/ programs, and VPN access, etc.

#### **OFF-SITE WORKSPACE LIABILITY**

- I will designate an adequate and separate workspace in my home and will maintain the space in safe, hazard-free condition.

#### **WORKERS' COMPENSATION LIABILITY**

- I understand that the Company has the same interest in my health and safety at the off-site work location as it does when I work at the Company's worksite location. Since my off-site work location is an extension of the Company's workspace, the company continues liability under its Workers' Compensation insurance plan for work-related accidents or injuries that take place during my approved remote work schedule and designated work area.
- I understand that this coverage does not extend to family members, visitors, and/or others in my home, even if the injury/accident occurs in my home office.
- I further understand that, because of liability concerns, I will not hold business meetings in my home. Necessary meetings will be held at the Company's worksite location, or at the client business location.
- In the event of a work-related injury or accident, I will follow the same reporting/documentation procedures required for work-related injuries or accidents that may occur at the Company worksite location.

#### **TAX-RELATED INFORMATION**

- I understand that it is my responsibility to assess tax implications related to my home office and that the Company does not offer guidance on tax issues. If I have any questions regarding tax implications I am encouraged to consult with a qualified professional.

#### **PROFESSIONALISM**

- I will ensure that my home office environment allows me to meet the job responsibilities in the same professional manner as when I am at the Company's worksite location.

#### **COMPANY/EMPLOYEE RELATIONSHIP**

- As the Company, this Agreement describes opportunity for stated employee in remote work. Accordingly, should be considered as a benefit to the requesting employee. Respectfully, and between both parties, methods in continuing trust, commitment, and obligations by regular, ongoing involvement, interaction, and business relationships should not change.
- As communicated to me, it is my responsibility to answer e-mails and all work-related request timely. I will actively communicate in the morning with my manager/department leader my outline for the day, send a mid-day update of my work; and at the end of the day provide specific details on the work and communications for the day. I am expected to be actively engaged throughout the work day, similar activity is expected as if I was working on-site.

