# COVID-19 Working from Home Agreement

This Working from Home Agreement is made between:

Computer Consultant Professionals

ABN: 19 128 752 607

of

Unit 18, 8 Tomlinson Road, Welshpool, 6106

and

<Insert Employee Name> of <Insert Address>

Commencement

The Working from Home Agreement will commence on <Insert Date>.

Conditions of employment

The terms and conditions of employment that apply at CCP’s premises, will also apply at the home-based work site.

Position

The employee is employed in the position of <Insert Position>.

home-basedworksite

The address of the employee’s home-based work site is <Insert Address>.

The telephone number for the employee’s home-based work site is <Insert Telephone Number>.

The employee agrees to be contactable and available for communication with CCP during the periods in which home-based work is carried out.

Hours of Work

The employee’s ordinary hours of work are as per the employment contract, being <Insert Number of Hours> hours. The employee agrees to maintain an accurate and up to date record of ordinary hours worked at the home-based work site.

[OPTIONAL CLAUSE] Work in addition to ordinary hours, may be worked at the home-based work site, if agreed in advance by both CCP and the employee.

Performance

CCP and the employee agree to manage the employee’s performance in accordance with CCP’s Managing Employee Performance Policy and Procedure.

OCCUPATIONAL SAFETY AND HEALTH

CCP is responsible for the health, safety and welfare of the employee whilst working at the home-based work site. CCP operates in accordance with the provisions of the relevant OSH legislation.

The employee agrees to cooperate with CCP to ensure that the home-based work site complies with CCP’s Occupational Safety and Health (“OSH”) policies and procedures and legislative requirements.

The employee agrees to dress in a manner which is appropriate for their role, consistent with safety requirements. Closed in shoes should be work at all time.

The attached Working from Home Checklist must be completed and approved by CCP before working at the home-based work site commences.

The employee agrees to notify their Manager of any work-related accident, injury, illness or disease occurring as a result of the home-based work, and complete CCP’s Incident Report and Investigation Form.

The employee must ensure that they have access to a first aid kit at the home-based work site, and that any item from the kit which is used, is replaced.

The employee must ensure that they have access to a fire extinguisher at the home-based work site, and that the fire extinguisher is properly maintained.

The employee agrees that CCP is not responsible for any liability on the part of a third party, who is not an employee of CCP, at the home-based work site.

Equipment

CCP will supply, or provide reimbursement for, equipment to be used by the employee in the course of carrying out work at the home-based work site. All equipment owned by CCP will remain the property of CCP. CCP will maintain the equipment and/or software owned or leased by CCP.

The employee agrees to report to CCP any problems or difficulties which arise with the operation of CCP equipment and/or software, and allow access as required to replace, service or repair the equipment.

The employee agrees that CCP may have access to the home-based work site during the employee’s hours of work, or on provision of 24 hours’ notice for the removal of the equipment.

In removing the equipment CCP will take all reasonable care to minimise damage to the home-based work site and/or property of the employee. If damage to the site is caused by CCP, the employer will be responsible for repairs, replacement or compensation.

Security of assets and Confidential Information

Security of information, as it applies to employees’ of CCP’s premises, will also apply to the CCP employee at the home-based work site.

The employee agrees to take reasonable precautions necessary to secure CCP equipment and/or software, and information.

The employee agrees to respect the confidentiality of information and documents to which the employee has access in the course of, or arising from, the employee’s employment with CCP or any of its related entities.

Termination of the Working from home agreement

The Working from Home Agreement may be terminated by CCP at its discretion and based on guidelines issued by the Federal Government and/or WA Department of Health.

Entire Agreement

This Agreement sets out the terms of the employee’s Working from Home Agreement with CCP. This Agreement should be read in conjunction with the employee’s Employment Contract with CCP.

If there are any other matters that the employee has relied on in discussions or other communications to date with CCP, or if there are any other matters the employee wishes to discuss, these matters should be raised with CCP before the employee signs the Agreement.

Once the employee signs this Agreement, the employee is confirming it is complete and no agreed terms are missing.

SIGNATURES

Signed for and on behalf of <Company Name>

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
|  |  |  |  |
| Full Name: |  | Position: |  |

Signed by the employee

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
|  |  |  |  |
| Full Name: |  | Position: |  |