



Remote Work Agreement

This Agreement is entered into on _____, by and between Vanderbloemen Search Group, Inc. located at 3737 Buffalo Speedway, Ste. 500, Houston, TX 77098, a Texas corporation, hereinafter referred to as the “Employer” and _____ residing at _____, hereinafter referred to as “Remote Employee”.

Remote Working allows employees to work from an **approved** location and/or on the road during business travel. It is not an entitlement nor a companywide benefit and does not change the terms and conditions of employment with Vanderbloemen.

This agreement begins on _____ and continues until _____ and must be renewed every 6 months, coinciding with the bi-annual performance reviews. The remote work agreement may be discontinued at any time by either party with reasonable advance written notice.

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1. Remote employee understands that the duties, obligations, responsibilities of employment with Vanderbloemen remain unchanged except those obligations and responsibilities specifically addressed in this agreement. The salary and benefits remain unchanged and this agreement does not constitute an employment contract.
 2. The remote employee will work from the following approved alternative locations:

 3. All IRS taxes will be withheld based on the state in which the work is performed, it will not be based on the home location for Vanderbloemen.
 4. The remote employee agrees to be available during the business working hours of 6:00 am - 9:00 pm CST for communication through such methods as calls, text, slack, SF chatter and emails. The remote employee also agrees to respond according to the response times outlined in the Remote Work Policy. Employee-initiated schedule changes must be discussed and approved in advance by the supervisor.
 5. During the remote employee’s work hours, he/she will not be the primary care provider for any dependent and will make regular dependent care arrangements.



6. The remote employee agrees to seek advance approval from their supervisor to change the terms of the work schedule or for use of PTO, CTO or any other leave of absence in accordance with Vanderbloemen's policies and procedures.
7. If an injury occurs while working at the approved remote location, the remote employee must notify their supervisor immediately and complete all necessary and/or management-requested documents regarding the reported injury.
8. The remote employee is responsible for maintaining and repairing employee-owned equipment at their own personal expense and on personal time.
9. All equipment, records, and materials provided by Vanderbloemen shall remain the employer's property. The remote employee agrees to return the equipment, records, and materials upon request. All Vanderbloemen equipment will be returned by the employee for inspection, repair, and replacement, as needed, as requested, or upon the termination of this agreement. All equipment shall be returned within five (5) business days of written notice to the employee.
10. The remote employee will implement good information security practices in the remote work location and will check with his/her supervisor when security matters arise.
11. Vanderbloemen will not pay nor reimburse for the following expenses:
 - Maintenance or repairs of privately-owned equipment;
 - Utility costs associated with the use of the computer or occupation of the home; and
 - Equipment supplies (these should be requested from the central office), and
 - Remodeling cost for setting up a home office.
12. The employer retains the right to modify, suspend, or end this agreement for any reason including, but not limited to, an employee request supported by their supervisor, as a result of business necessity, a change in operational need, or if the employee fails to fulfill job expectations to a satisfactory level.



I have read the Remote Work Agreement as well as the Remote Work Policy and will abide by all of the requirements outlined.

Employees Name|Title

Date

Supervisor's Name|Title

Date

COO

Date