



NVS Work From Home Agreement

Author: NMG

Date: 24.03.2020

Remote and Flexible Work Agreement

The Remote and Flexible Agreement must be read in conjunction with the NVS Working From Home Policy.

All employees who request to work remotely, either on a casual or ongoing basis, are required to enter into a remote working agreement first. All instances of working remotely under this Agreement must have the approval of the Employee's Manager in advance. Should any circumstance change, a new agreement shall be entered into.

Remote Working Checklist

The following checklist must be completed by the employee in relation to this agreement.

		YES	NO
1. I can confirm that my location of work under this Agreement will be my primary address as recorded in Employment Hero.			
If NO, please state full address:			
2. I confirm that I have read and fully understood the NVS Working from Home Policy			
3. Workplace Health and Safety			
	I have an appropriate and designated work area with adequate space		
	There is no excessive noise affecting the work area (For the purposes of this agreement, family noise is not considered excessive)		
	The room temperature is comfortable with heating and cooling as required		
	There is adequate lighting for the tasks being performed		
	All power outlets, adaptors and cords are in good condition and are		

	not overloaded		
	The seat height, tilt, angle, and back rest are all comfortable and appropriate for use		
	There is access to an adequate first aid kit and/or there is a medical centre within 5kms		
	Floor and workspace is uncluttered and free of trips, slips, or fall hazards		
	I agree that I have consulted and considered the “Setting up your work area” guide prior to commencing home-based work		
	I agree to notify the company of any work-related accident or injury arising out of remote work within 24hours		
4. Communication, Technology, and Internet			
	I have access to the required equipment and technology to be able to perform my role		
	I have access to internet		
	I confirm that any work-related expenses for internet use, mobile phone or home phone use is not claimable under the NVS Travel & Expense Reimbursement Policy without prior approval (this does not void any personal income-related tax deductions)		
	I confirm that I will be contactable during the periods in which remote work is carried out and available for communication with all relevant team members via mobile, landline, or internet call		
	A communications procedure has been established to ensure regular contact between myself and my manager		
5. I agree that any days or part-days agreed to be worked under this Agreement will be authorised in advance by my manager*			

*Your manager may request that you confirm your priorities of work projects, task and responsibilities and set expectations around their completion or progress. You must also convey your priorities to your manager via an established communication channel.

Employee Name:

Manager Name:

Employee Signature:

Manager Signature:

Date:

Date: