



REMOTE WORK AGREEMENT

entered into between

Montego Pet Nutrition

(from now on referred to as "the Company")

and

Name & Surname:			
ID Number:		Employee Number:	
Designation:		Department:	

(from now on referred to as "the Remote Employee")

As such, I, the Remote Employee, undertake the following Terms and Conditions for remote working, which are agreed upon by the parties involved and approved by the Executive Committee.

1. I am aware that I must attend work at the below-mentioned base office for five (5) days every month.

Base Office Address:	

2. I agree to the principles as stipulated in the *Remote Work Policy (clause 3.2)*.
3. I agree to the Conditions of Employment as stipulated in the *Remote Work Policy (clause 3.4)*.
4. I agree to follow the Occupational Health and Safety guidelines supplied by Montego Pet Nutrition (*Remote Work Policy, clause 17*).
5. I agree to follow the IT Policies and Procedures and ensure that Montego Pet Nutrition's information and hardware are safeguarded (*Remote Work Policy, clause 11 – 12, 14 & 16*).

If the employee works outside the province indicated or internationally, the remote employee must inform their Manager / Supervisor and HR Manager in writing by providing the dates and details on which they will be working at a location other than the one indicated in this Agreement.



Equipment needed to perform job duties from the employee's designated remote work location will include the following:

- If the employee will use Montego Pet Nutrition-owned equipment at the remote work location, please provide the relevant equipment information in the table below.
- By completing the table below and signing the *Remote Work Agreement*, the employee agrees to abide by all Information Technology Policies.

Item Description:	Manufacturer/Make:	Model:	Serial Number:

Additional conditions agreed upon by the remote working employee and Montego Pet Nutrition are as follows:

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I agree that the sole purpose of this Agreement is to regulate remote working, and it neither constitutes an employment contract nor an amendment to any existing contract.

I understand that this agreement may be terminated at any time within a reasonable notice period by Montego Pet Nutrition.

SIGNATURE: REMOTE EMPLOYEE

SIGNATURE: EMPLOYER
(Who warrants the Authority)

DATE: _____

DATE: _____