

Working Remote and/or From Home

Team Member Name: _____

Date: _____

Equipment	Yes	No	
Desktop Computer	<input type="checkbox"/>	<input type="checkbox"/>	Model: _____
Laptop Computer	<input type="checkbox"/>	<input type="checkbox"/>	Model: _____
Monitor	<input type="checkbox"/>	<input type="checkbox"/>	Size: _____
Internet Connection	<input type="checkbox"/>	<input type="checkbox"/>	Speed: Upload: _____ Download: _____
Headset	<input type="checkbox"/>	<input type="checkbox"/>	Model: _____

We will provide our team members with equipment that is essential to their job duties, like laptops, headsets and cell phones (when applicable.)

Responsibilities

To ensure that employee performance will not suffer in remote work arrangements, you must be able to do the following:

- Choose a quiet and distraction-free working space.
- Have an internet connection that's adequate for your job.
- Dedicate your full attention to your job duties during working hours.
- Adhere to break and attendance schedules agreed upon with your manager.

Team members are also required to frequently meet/check-in (either online or in-person when possible) to discuss progress and results.