

Remote Worker Service Terms Outline

1. Introduction

- Purpose and scope of agreement
- Definitions

2. Engagement

- Remote work arrangement
- Commencement date & duration
- Location(s) of work

3. Services & Responsibilities

- Description of work and duties
- Performance expectations
- Reporting requirements

4. Compensation

- Payment terms and schedule
- Expenses and reimbursements

5. Confidentiality & Data Security

- Protection of company information
- Data privacy
- Use of company resources

6. Equipment & Tools

- Provision of hardware/software
- Responsibility for maintenance

7. Work Hours & Communication

- Hours of availability
- Response times and meeting attendance
- Communication channels

8. Termination

- Termination clauses
- Notice period
- Return of company property

9. Miscellaneous

- Dispute resolution
- Modifications to agreement
- Governing law