



MIKE CARNEY GROUP

Remote and Flexible Working Agreement

The Remote and Flexible Agreement must be read in conjunction with the Company's Working from Home Policy.

All instances of working remotely under this Agreement must have the approval of the Employee's Manager and HR 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:

1. I can confirm that my location of work under this Agreement will be my primary address. If **this changes, please let your manager and HR know.**
2. Proposed days and/or hours (if reoccurring and regular) to be worked from home
3. I confirm that I have read and fully understand the Company's Working From Home/Flexible and Remote Working Policy.

4. Workplace Health and Safety

I have an appropriate and designated work area, such as an office or Study.

There is no excessive noise affecting the work area.

The room temperature is comfortable with heating and cooling as required.

There is adequate lighting for the tasks being performed.
It is a non-smoking environment.

All power outlets, adaptors and cords are in good condition and not overloaded.

There is access to an adequate first aid kit and/or there is a medical centre within 5kms.

Floor and workspace are uncluttered and free of trips, slips or fall hazards.

I agree to notify the company of any work-related accident, injury, illness or disease arising out of remote work within 24 hours.

I acknowledge that the exercising of leave whilst under this Agreement must be notified in accordance with the Company's Leave Policy.

5. Any equipment owned or leased by the Company and for use by the Employee at the remote work site will be used primarily for the purposes of work.

6. Communication, Technology, and Internet

I have access to the required equipment and technology to be able to do my role.

I have access to 3G or higher speed broadband.

I confirm that any work-related expenses for internet use, mobile phone or home phone use is not claimable under the Company's 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 stakeholders via mobile or landline.

A communications procedure has been established to ensure regular contact between myself and my manager.

7. 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 you to confirm your priorities or work projects, tasks 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:

HR Manager Name

HR Manager Signature:

Date Approved: