*Use or customize this checklist to ensure that employees understand Company policies and procedures for remote work.*

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|[ ]  Employee has read and understands Company policies and procedures for telecommuting/flexible work. |
|[ ]  Employee and manager/supervisor have outlined and approved an agreement for telecommuting. |
|[ ]  Telecommuting equipment has been issued to the employee.Equipment provided:[ ]  Computer[ ]  Monitor[ ]  Keyboard/mouse[ ]  Tablet[ ]  Phone/cell phone[ ]  Desk[ ]  Chair[ ]  Other: [ ]  Other: [ ]  Other: [ ]  Issue date:  |
|[ ]  Policies and procedures for maintenance and safety of Company-issued equipment have been explained and are clearly understood. |
|[ ]  Policies and procedures covering classified, secure, and confidential data have been discussed and are clearly understood. |
|[ ]  Requirements for offsite office space and/or area have been discussed and approved. |
|[ ]  Performance expectations have been discussed and are clearly understood. |
|[ ]  Employee has participated in telecommuting/flexible workplace training or has discussed and understands all requirements. |
|  |  |

Employee signature and date:

Manager/supervisor signature and date: