*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: