Ashford Business Services Ltd

Remote Work Agreement

Agreeing remote work in writing: work location, hours, equipment, data security, and how performance is reviewed.

9 November 2026

This agreement is between **Ashford Business Services Ltd** and **Sarah Mitchell** (**Office Manager**, **Operations**). It starts on **9 November 2026**.

The arrangement is **fully remote / hybrid**.

Working pattern: remote on **Remote days**, in the office on **Office days**.

This agreement does not change the employment contract except as stated here.

Work location and hours

Field	Entry
Manager	**James Patel**
Primary remote work location (town/city)	
Remote days	**Remote days**
Office days	**Office days**
Working hours	
Core hours	**Core hours**
Time zone	

Equipment and expenses

Equipment	Asset tag	Condition
Example: Laptop	LT-118	Good
Example: Monitor	MN-042	Good

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Equipment	Asset tag	Condition

Field	Entry
Internet / phone contribution	
What is not reimbursed	
Damage reporting deadline	Within one working day

Data security and confidentiality

1. Work only on the company device, through the company VPN, with the screen locked whenever stepping away.

2. Do not use public Wi-Fi for confidential work.

3. Do not store company data on personal drives.

4. Report suspected data incidents the same day.

5. Log paper documents taken home, store them locked, and return or securely destroy them as instructed.

Review and termination of the arrangement

Field	Entry
Review date (every six months)	
Notice period	**November 2026**
Working pattern on ending	The office-based pattern in the contract

Agreed:

Employee: **Sarah Mitchell** - Signature and date:

Manager: **James Patel** - Signature and date:

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Completion checklist

✓	Check
	Work location, days, and core hours are written down and agreed.
	Equipment is listed with asset tags and the expenses position is clear.
	Data-security rules and the six-month review date are in the agreement.

Document	Remote Work Agreement Template
Prepared by	**Helen Morris, Office Manager**
Owner	**Michael Davies, Finance Manager**
Version	2.0 (redesign wave 1)
Date	**9 November 2026**
Review date	**9 November 2026**