

# Agreement on Remote Work

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Remote work refers to an arrangement concerning the organization and/or execution of work performed regularly or entirely at a location other than the employer's workplace.

Work conducted occasionally outside the company's premises does not qualify as remote work in this context. This refers to cases where the company accommodates an employee's temporary requests.

This agreement is based on the company's remote work policy.

Employer's name: \_\_\_\_\_ ID no./Kt \_\_\_\_\_

Address \_\_\_\_\_ (Referred to as "employer" in this agreement.)

Employee \_\_\_\_\_ ID no./Kt \_\_\_\_\_

Address \_\_\_\_\_ (Referred to as "employee" in this agreement.)

Both parties hereby enter into the following remote work agreement, which is attached as an appendix to the employment contract dated: \_\_\_\_\_

The agreement between employee and employer stipulates that the employee will perform remote work at the following location: \_\_\_\_\_ but the employer's main workplace is located at: \_\_\_\_\_

## Nature of agreement:

Temporary from \_\_\_\_\_ to \_\_\_\_\_

Permanent

Valid for the same duration as the employment contract.

## Termination of agreement:

Subject to the notice period as per the collective or employment agreement.

Specific termination terms as follows: \_\_\_\_\_

If the remote work arrangement is a condition of employment, then termination is as per the collective or employment agreement.

## Employee work schedule for remote work:

Flexible but regular schedule in consultation with the immediate supervisor

Monday	Tuesday	Wednesday	Thursday	Friday
Saturday	Sunday			

Attendance at both the main workplace and the remote location is recorded in the time management system.

As follows: \_\_\_\_\_

## Equipment and costs related to remote work

The employer will reimburse or cover direct costs incurred due to remote work and provide the employee with appropriate technical support. The employer is responsible for costs related to losses or damages to equipment and data used by the remote worker, in line with company policies.

Additional costs for internet connection

Desk

Chair

Keyboard and mouse

Screen(s)

Computer / laptop

Headphones

Other necessary items for job performance \_\_\_\_\_

The employee is responsible for taking proper care of the equipment provided and must adhere to company policies regarding its use. The remote worker must ensure that the equipment is not used by others and is strictly for work purposes.

Return of Equipment: The employee must return the equipment no later than \_\_\_\_\_ days after the end of the remote work arrangement, assuming the equipment is company-owned.

Payment to employee for use of personal equipment \_\_\_\_\_ ISK per month.

Payment to employee for use of personal workspace \_\_\_\_\_ ISK per month.

Compensation included in the total salary for use of personal equipment and workspace, valued at ISK per month. \_\_\_\_\_

## Meal provisions

The remote worker is entitled to the same rights as comparable staff at the employer's workplace and should be in a similar financial position.

The remote worker receives \_\_\_\_\_ according to the same policies applicable to on-site employees and pays taxes on meal benefits as per the Tax Authority's valuation.

Payment for meals \_\_\_\_\_ ISK per month.

No payment for meals, as the same applies to on-site staff.

## Occupational safety and risk assessment

Standards regarding work hours, rest periods, health and safety at work, and requirements for remote workers are the same as those for comparable on-site staff. The employee should inform the employer in advance if these standards cannot be maintained.

The employer conducts a risk assessment for the remote workplace specified at the top of this agreement, evaluating the job's risks with regard to the safety and health of the employee and potential hazards in the work environment. The risk assessment for remote work applies exclusively to the designated remote workplace and not to other locations the employee may choose to work from, such as a café or summer house, and it is conducted in consultation with the employee.

Risk assessment completed.

Risk assessment will be completed no later than: \_\_\_\_\_

For compliance with health and safety regulations, the employer, union representatives, and the Administration of Occupational Safety and Health have access to the remote workplace specified in this agreement.

If the remote workplace is the employee's home, such access requires prior notice and the employee's consent. The remote worker can also request an inspection by an employer representative.

Refusal to allow an inspection may affect the employee's eligibility for work-related injury compensation. Further information on risk assessment and occupational safety in remote work can be found on the Administration of Occupational Safety and Health's website.

**Notifications for sick leave and injury**

The same rules apply to sick leave and injury notification in remote work as in on-site work.

**Data protection**

The employer is responsible for informing the remote worker about relevant legal and company policies regarding data protection. It is the remote worker's responsibility to adhere to these policies.

The employee has been informed about the applicable legal regulations.

The employee has been informed about the employer's policies dated: \_\_\_\_\_

No written company policies are available.

The employee must save all data on central web-based solutions according to the employer's policies.

Original documents must be securely stored and kept inaccessible to others.

**Equal access and training**

Remote employees are entitled to the same access to information, training, career advancement opportunities, and social activities within the workplace as on-site staff. The same criteria apply to performance evaluations.

Remote employees are also entitled to appropriate training regarding the equipment they are provided.

**Other provisions**

All provisions of the collective and employment agreements apply to employees working under this remote work agreement.

**Place, date**

\_\_\_\_\_

**Employee**

**On behalf of the Employer**

\_\_\_\_\_

\_\_\_\_\_