**Homeworking Agreement**

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| Employee Name: | |
| Manager Name: | |
| Date of agreement: | |
| Date of review: | |
| **Discussion Points** | **Agreed actions/ways of working** |
| **Work changes** (tasks/working days/hours etc. - where required) |  |
| **Communication**  (discussion topics, methods & frequency etc.) |  |
| **Workstation equipment and ICT** |  |
| **Information security** |  |
| **Access to work base or hub** (where required) |  |
| **Travel**  (where required) |  |
| **Other** |  |
| Employee signature: | |
| Manager signature: | |