



REQUEST & AGREEMENT FORM: Work from Home

EFFECTIVE DATE: December 1, 2020

EMPLOYEE NAME:

Employee Information

Name: _____ Hire Date: _____

Job Title: _____

Manager Name: _____

Department: _____

Request Details:

Reasons for submitting this request and how your role is compatible with our policy:

This work from home agreement will begin and end on the following dates:

Start Date: _____

Employee Scheduled Days and Hours: _____

The employee agrees to the following conditions:

- The employee has read and agreed to Lee Kennedy Company's Work from Home policy.
- The employee will comply with all LKCO rules, policies, practices and instructions that would apply if the employee were working at the employer's work location
- The employee will make arrangements for regular dependent care and understands that WFH is not a substitute for dependent care. In pandemic circumstances, exceptions may be made for employees with caregiving responsibilities.
- The employee will maintain a safe and electronically secure work environment at all times.

Equipment:

LK will provide the following equipment:

- PHONE
- LAPTOP
- _____



Employee will provide the following:

- Secure Wifi
- _____

Terms of Agreement:

The employee agrees that LK equipment will not be used by anyone other than the employee and only for business-related work. The employee will not make any changes to security or administrative settings on company equipment. The employee understands that all tools and resources provided by the company shall remain the property of the company at all times.

The employee agrees to protect company tools and resources from theft or damage and to report theft or damage to his or her manager immediately.

The employee agrees to comply with LK's policies and expectations regarding information security. The employee will be expected to ensure the protection of proprietary company and customer information accessible from their home offices. The employee understands that all terms and conditions of employment with the company remain unchanged, except those specifically addressed in this agreement.

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____

People & Culture/HR Signature: _____ Date: _____