



# REMOTE WORK AGREEMENT

**1. Purpose**

This Remote Work Agreement ("Agreement") is issued by WintegoSPY Software, LLC to outline the monitoring policies for employees working remotely.

**2. Monitored Activities**

Employees agree that the following activities may be monitored during work hours:

- Communication logs (emails, messages, calls).
- Application usage and productivity tools.
- Internet browsing history.
- Location tracking for task verification (if applicable).

**3. Work Hours and Expectations**

- Remote work hours: [Specify Standard Work Hours].
- Employees are expected to maintain clear communication and provide regular work updates.
- Breaks and non-work-related activities should be managed appropriately to avoid misuse of company resources.

**4. Productivity Tracking**

Monitoring tools may record:

- Time spent on tasks.
- Screenshots for project verification.
- Use of collaboration platforms.

**5. Data Handling**

The company ensures that:

- Collected data is securely stored and accessible only to authorized personnel.
- Data is retained for [Specify Duration] or as legally required.

**6. Employee Rights**

Employees have the right to:

- Request access to their monitored data.
- Raise concerns regarding privacy or data accuracy.

**7. Compliance and Prohibited Use**

- Monitoring is limited to work-related activities only.
- The company will not monitor private, non-work communications or personal files.

**8. Agreement Termination**

This Agreement remains effective for the duration of the employee's remote work status and may be updated or terminated with written notice.

**9. Acknowledgment**

By signing below, the employee agrees to the terms outlined in this Agreement.

Issued By:

WintegoSPY Software, LLC

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Employee:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness (if required):

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_