

New Technology House, North Crofty, Tolvaddon Energy Park, Tolvaddon, Camborne, TR14 0HX  
Tel 0800 800 935 Email [flex@actnowcornwall.co.uk](mailto:flex@actnowcornwall.co.uk) Website [www.actnowcornwall.co.uk](http://www.actnowcornwall.co.uk)

**The law requires all employers to provide a statement of terms and conditions which complies with section 1 Employment Rights Act 1996 to all employees within 8 weeks of starting employment.**

**The document set out below, is not such a statement, it has been prepared merely to supplement an existing statement of terms and conditions. If you have any concerns about your legal responsibilities we recommend you instruct a solicitor**

Name	
Address	
Telephone	
Mobile	
Job title	
Hours of work (core hours, flexible hours, office based and home based hours)	
Method of communicating remote working times to the business	
Communications agreement (method of communication when working remotely, agreed response times, core contactable times)	
Technical requirements	
Arrangement for ongoing assessment (e.g. review meeting date)	
Arrangement for termination or suspension of flexible working (or whether this is a pilot for a fixed period of time)	



- I have read and understood the company policy on flexible working and agree to it and the arrangement set out above
- I agree to carry out the Health & Safety self assessment on my proposed remote workplace and will operate in accordance with company safety policy
- I agree that flexible working is not a substitute for childcare during the agreed core hours
- I understand that the flexible working arrangement does not affect my status as an employee
- I understand the arrangement for termination or suspension of flexible working

Signed (employee)

Signed (on behalf of the company)

Date

Adapted from The Teleworking Handbook, 4<sup>th</sup> Edition, Alan Denbigh

All material contained in this document is for information purposes only. **actnow** make no representations or warranties as to the accuracy and/or completeness of the material. The user is hereby placed on notice that they should take appropriate precautions to independently verify the material. **actnow** disclaims, to the furthest extent permitted by law, all liability for any direct or indirect loss or damage, howsoever caused, resulting from inaccuracies, errors, whether typographical or otherwise, omissions or out of date information.