

In addition to the employment contract, the following is agreed between the business

_____ (the employer) and _____ (the employee).

1. Place and extent

The work is carried out away from the business premises on _____ days a week. The agreed place of work is: _____ . This agreement does not create a right to mobile work; either party may end it with _____ weeks' notice.

2. Working time and availability

The agreed working time stays the same. The limits of the Working Hours Act apply to mobile work as well: at most eight hours per working day, exceptionally ten with balancing (section 3 ArbZG), rest breaks under section 4 ArbZG and an uninterrupted rest period of eleven hours under section 5 ArbZG.

Working time is recorded in the same way as on the premises. There is no obligation to be available outside the agreed working time.

Agreed times of availability

3. Work equipment

- ☐ The employer provides: laptop, monitor, keyboard, mouse, headset
- ☐ Other equipment: _____
- ☐ The equipment remains the property of the employer and is returned when the agreement ends.

4. Health and safety

The employer gives instruction on how to set up the workstation. The employee sets up the workstation accordingly and reports hazards without delay. For telework stations within the meaning of section 2 (7) of the Workplaces Ordinance (ArbStättV), its requirements for screen workstations apply.

5. Data protection and confidentiality

Business documents and data are kept so that third parties, including family members, have no access. The screen is locked when away. Work data is processed only on the systems provided by the employer.

6. Accident insurance

Statutory accident insurance also covers mobile work for activities connected with the insured work (section 8 (1) SGB VII). Accidents must be reported without delay.

Note: where there is a works council, the scheduling of working time, technical equipment for monitoring conduct or performance and matters of order in the business are subject to co-determination under section 87 (1) BetrVG. This template is not legal advice. This English version is provided for convenience. German law applies, and the statutes cited are German law. Where a German version is signed as well, the German version prevails.

Place, date, employer signature

Place, date, employee signature