



Telecommuting Agreement

Telecommuting in this Agreement will be defined as an employment arrangement which is regularly scheduled and conducted remotely by the employee and the employee's designated company representative and main work group during defined hours. This usually involves work at home, on the road, or at a satellite office.

List below the equipment, tools and materials necessary for J P Systems, Inc. to provide you at the remote work site. Specify whether the equipment is already in your department's inventory or if it will need to be purchased. Include all telecommunications equipment:

_____	_____
_____	_____
_____	_____

Please read the following and sign below:

I have agreed to participate in a telecommuting arrangement with J P Systems, Inc. I have read and understand the Telecommuting Policy. I understand that circumstances could change that would require the modification or termination of this Agreement by J P Systems, Inc. I agree to make every effort to give J P Systems, Inc a two (2) week prior notice if I terminate this Agreement, and I understand that J P Systems, Inc will provide the same notice if it terminates or modifies this Agreement.

I agree to maintain a remote environment that is conducive to the effective performance of my job responsibilities and to be available to communicate with the home office during my telecommute hours.

I agree to abide by J P Systems, Inc's policies and procedures during my telecommute hours. I will follow system security processes to protect J P Systems, Inc's computer equipment, tools and other company materials that may be provided to me by J P Systems, Inc and are the property of J P Systems, Inc. I agree to return said property upon termination of this Agreement, or upon request by J P Systems, Inc, whichever is sooner. I agree that all such company equipment, tools and other company materials are to be used solely for company business, and that I will be responsible for the replacement of any company property that is missing for any reason, including theft and loss. I agree to maintain appropriate insurance to enable me to comply with this requirement.

I understand that J P Systems, Inc will pay or reimburse me for business related data transmission expenses incurred while carrying out my assigned telecommuting responsibilities.

I agree not to hold J P Systems, Inc liable for any accidents that occur at my home which are not directly related to work performed for J P Systems, Inc.

I understand that my participation in this telecommuting program does not establish an employment contract nor does it alter the at-will condition of my employment with the Company.

Employee

Date

Manager

Date