

**GRADY HEALTH SYSTEM
GEORGIA POISON CENTER
TELEWORK PROGRAM AGREEMENT**

I have read and understand the Telework Program Policy (rev 08/2023) in its entirety and agree to abide by its terms and conditions¹. Further, I am aware that participation in the Telework Program is a privilege that may be revoked, terminated, or suspended at any given time at the discretion of the Leadership Team of the Georgia Poison Center.

I understand that if I violate any guidelines set forth in this Policy, it will result in disciplinary action, which may include but is not limited to verbal or written warning, a probationary period in which to modify individual performance, suspension from the Telework Program, dismissal from the Telework Program, suspension of employment, and/or termination of employment.

Employee (Print/Signature)

Date

Leadership Team Member (Print/Signature)

Date

¹ The teleworker must act reasonably in protecting equipment provided by the employer from damage or theft. The employee will be disciplined and be held liable for damage or losses caused by negligence. If damage or loss is incurred through negligence or mistreatment of GPC equipment/tools (including, but not limited to references, computers, headsets, telephones, surge protectors, etc.), the employee will be responsible for the **complete cost** of either an exact or comparable replacement. The employee, under no circumstances, is allowed to provide a replacement if equipment is damaged. The GPC management, with the assistance of the IT Department if applicable, will determine what equipment/tools would be comparable or equivalent replacements for damaged or lost equipment/tools. Damage, such as common wear and tear through regular use of GPC equipment, or loss incurred through no fault of the employee shall be the responsibility of the employer. Georgia Poison Center equipment must be returned in good condition and in a timely manner once the Teleworking Agreement is terminated.