Hybrid Work Policy Template

The template below is designed to assist in creating an effective hybrid work policy for your organization. You can use it as a starting point to create your own company policy, together with Archie's [hybrid work policy guidelines](.).

Effective Date: [Insert Date]

Purpose

This Hybrid Work Policy aims to provide guidelines for implementing a flexible work model that combines in-office and remote work, supporting our employees' productivity, well-being, and work-life balance.

Eligibility

Not all roles are suited for hybrid work. Eligibility will depend on the following: job responsibilities and the ability to perform them remotely; the employee's past performance and reliability; and department needs and requirements for in-person collaboration. Hybrid work eligibility will be reviewed case-by-case and must be approved by the employee's supervisor and HR.

Work Arrangements

- **Work schedules**: Employees and their managers will agree on a schedule that includes set in-office days and remote workdays. Any changes to this schedule must be approved in advance.

- **Core hours:** Employees must be available during agreed-upon core business hours, regardless of their work location.
- **Flexibility**: Employees and supervisors can customize schedules to meet personal and business needs.

Remote Work Guidelines

- **Workspace**: Employees working remotely must have a dedicated, quiet, and safe workspace free from distractions.
- **Equipment:** The company will provide essential tools (e.g., laptop, mouse, headset). Additional equipment needs must be discussed with IT or HR.
- **Connectivity**: Employees are responsible for maintaining a reliable internet connection. In the event of internet outages, they may be required to work from the office.

Communication and Collaboration

- **Communication Tools**: Employees must use approved tools such as [list tools, e.g., Slack, Zoom, Microsoft Teams] for regular communication.
- **Meetings**: To ensure collaboration and alignment, regular check-ins, team meetings, and one-on-ones will be conducted. Employees must attend office meetings when requested, with reasonable notice. If you need to book a meeting room in advance, use [Archie](#).

Performance and Accountability

- **Performance Metrics:** Work outcomes will be assessed based on clear goals and deliverables, regardless of location.
- **Productivity**: Employees are expected to maintain the same level of productivity whether working from home or in the office.

Health, Well-Being, and Safety

- Employees must take regular breaks and maintain a healthy work-life balance.
- Remote workers must follow safety guidelines to ensure their home workspace is ergonomic and hazard-free.
- Any work-related injuries must be reported to the supervisor immediately.

Security and Confidentiality

- Employees must adhere to company policies regarding data security and confidentiality.
- Only company-approved tools and platforms may be used for work-related tasks.
- Sensitive documents must not be printed or transported without prior approval.

Trial Period and Adjustments

New hybrid arrangements may be tested during a trial period to assess their effectiveness. Then, employees' and managers' feedback will be used to make necessary adjustments.

Compliance and Monitoring

Employees are expected to comply with all company policies, whether working remotely or in the office. Any violations may result in the termination of hybrid work privileges.

Contacts

Employees should contact [HR Contact Name and Email] for questions or concerns about this policy.