

Hybrid Work Arrangement Policy Template

1. Purpose

This policy outlines the principles and guidelines for employees participating in hybrid work arrangements, combining remote and on-site work to promote flexibility while ensuring operational effectiveness.

2. Scope

This policy applies to eligible employees as determined by their managers and respective departments, subject to organizational requirements.

3. Definitions

- **Hybrid Work Arrangement:** A flexible working model where employees split their time between on-site premises and remote locations.
- **Remote Work:** Performing official duties at a location other than the organization's designated office.
- **On-site Work:** Performing official duties physically at the organization's location.

4. Eligibility

- Employees must have completed their probationary period (if applicable).
- Roles and responsibilities must be suitable for hybrid work as determined by department heads.
- Performance and compliance history will be considered for eligibility.

5. Work Schedule

- Standard hybrid schedule: *[e.g. 3 days on-site, 2 days remote per week]*
- Work schedules are subject to change based on business needs.
- Employees must adhere to agreed-upon working hours.

6. Expectations & Responsibilities

- Maintain regular communication with team and supervision.
- Be accessible during core working hours.
- Abide by all company policies regardless of work location.
- Safeguard company equipment, data, and confidential information.

7. Equipment & Technology

- Company may provide necessary equipment for remote work as outlined in the equipment agreement.
- Employees are responsible for the care and security of company assets.

8. Health & Safety

Employees must ensure that their remote workspace complies with basic health and safety standards.

9. Compliance

Non-compliance with this policy may result in revocation of hybrid work privileges and/or disciplinary action.

10. Review

This policy will be reviewed periodically and updated as needed to ensure relevance and compliance.

Acknowledgement

Employee Name	
Employee Signature	
Date	