

Hybrid Remote Work Policy

[Company Name]

Effective Date: _____

1. Purpose

[Describe the purpose of the hybrid remote work policy and its alignment with the organization's goals]

2. Scope

[Define which employees, teams, or departments are covered by this policy]

3. Definitions

Hybrid Work: [Insert definition]

Remote Work: [Insert definition]

Onsite Work: [Insert definition]

4. Eligibility

[Outline eligibility criteria for employees to participate in hybrid remote work]

5. Work Schedule

[Describe expectations for remote and onsite days, core working hours, and any scheduling procedures]

- Onsite Work Days: _____
- Remote Work Days: _____
- Core Hours: _____

6. Work Expectations & Communication

[Detail expectations for availability, responsiveness, communication tools, and meeting attendance]

7. Equipment & Technology

[Specify company-provided equipment and technology support, employee responsibilities, and

acceptable use]

8. Data Security & Confidentiality

[Outline data protection, security requirements, and confidentiality agreements for remote work]

9. Performance & Evaluation

[Describe how performance will be monitored and evaluated in a hybrid work model]

10. Health & Safety

[Describe requirements for workplace safety both onsite and at remote locations]

11. Policy Review & Amendments

[State when and how this policy will be reviewed and updated]

12. Acknowledgement

I acknowledge that I have received, read, and understand the Hybrid Remote Work Policy.

Employee Signature: _____

Date: _____