

# Hybrid Work Policy Structure Guide

## 1. Introduction

Outline the purpose, scope, and objectives of the hybrid work policy.

## 2. Policy Statement

Provide a concise statement describing the organization's approach to hybrid work arrangements.

## 3. Eligibility

- Define which roles or employees are eligible.
- Criteria for participation.

## 4. Work Arrangements

- On-site vs remote days guidelines
- Core working hours
- Scheduling expectations

## 5. Communication & Collaboration

- Required communication tools
- Meeting guidelines
- Collaboration expectations

## 6. Performance & Accountability

- Performance metrics
- Reporting structure
- Check-ins and feedback

## 7. Technology & Equipment

- Provided equipment
- Support and troubleshooting
- Security best practices

## 8. Health, Safety & Wellbeing

- Home workspace guidelines
- Wellness resources
- Occupational safety considerations

## 9. Data Security & Confidentiality

- Data protection requirements
- Remote access protocols

## 10. Policy Review & Amendments

- Review cycle
- Amendment procedures

## **11. Acknowledgment**

Outline any requirements for employees to acknowledge or agree to the policy.