Hybrid work policy overview

[Company name] wishes to give employees more flexibility in their working schedule regarding hours and location. The following hybrid work policy aims to give the entire hybrid workforce clear directions to ensure employee satisfaction, collaboration, productivity, and performance.

Therefore, this document outlines the rules regarding:

- eligibility;
- compliance expectations;
- equipment and technology;
- communication and collaboration practices;
- cybersecurity;
- remote work expenses and compensation.

Eligibility

This hybrid work policy applies to all [company name] employees as soon as their job duties allow it. In case of a specific request (temporary or permanent), managerial approval is required. Team members can fill out the flexible work arrangement forms provided by the company.

Flexible work schedule expectations

Employees are expected to come on-site every first week of the month daily. During the rest of the month, they can schedule their week according to the work hours and locations that suit them best.

Consequently, [company name] allows location and time flexibility as soon as each team member works the number of hours mentioned in their contract and remains available during core hours (from hh:mm to hh:mm).

Working from abroad is allowed up to xx months per year, and the company must be notified.

Equipment and technology

The company provides all hybrid team members with home office equipment, including:

- laptop;
- monitor;
- keyboard;
- mouse...

Employees are also entitled to the following digital resources:

- cybersecurity technology (see below);
- desk booking software;
- collaboration platforms;
- communication tools;
- remote IT support...

Additional equipment (hardware and software) can be provided based on each employee's individual role and responsibilities. Employees are responsible for preventing misuse and ensuring the safety of all the equipment being company's property. Important information: [company name] has the right to any and all data collected and stored on any company-owned and issued device.

Communication and collaboration

Employees are provided with modern collaboration and communication tools for both remote and on-site purposes. [company name] expect team members to use these resources when necessary in order to maintain collaboration and avoid the creation of silos.
Employees must attend every mandatory meeting and conference they are invited to regarding their work location. Employees must remain available on [company's instant communication channel] during core hours. E-mails must be answered within xx hours.

Employees are also required to book their preferred workspace through the desk booking system provided as soon as possible and keep their hybrid weekly planning up-to-date, mentioning on-site and home office days.

**Cybersecurity**

Remote work increases the risks of cyberattacks and data breaches. Therefore, all employees must attend cybersecurity training to learn and apply the hybrid workforce security best practices.

Employees are also provided with:

- a VPN system;
- multiple factor authentication;
- antivirus;
- firewalls;
- phishing...

Employees must not leave the company’s equipment and information unattended. Public WIFI must only be accessed with a VPN, and downloading unauthorized software is forbidden. All employees must sign the NDA agreement and adhere to all data encryption standards.

**Remote work expenses and compensation**

To support employees with remote work expenses, the company provides a $ work-from-home stipend (per xx days/months) aiming to cover:

- electricity bills;
- Internet services costs;
- home-office equipment;
- coworking space subscription...

For any topic not covered by this document, employees can contact their manager or the HR team.

In case of any issue related to remote work and if employees have any constructive feedback to share, they should send an e-mail and request a one-to-one meeting with their manager.

The management team