

## Hybrid Work Policy

**Effective Date:** 15<sup>th</sup> October 2018

**Policy Owner:** HR

**Applicable To:** All Employees

### 1. Purpose

The purpose of this policy is to establish guidelines for a hybrid work model that balances flexibility, productivity, and collaboration while maintaining company culture and operational efficiency.

### 2. Scope

This policy applies to all eligible employees, as determined by their role and department. Some positions may require full-time office presence due to business needs.

### 3. Hybrid Work Model

Employees under the hybrid work model will split their time between working remotely and working from the office. The exact arrangement will be determined in collaboration with their manager.

#### 3.1 Work Schedule

- Employees are expected to work from the office for a minimum of **2** days per week.
- Core office days (e.g., Tuesday-Thursday) may be designated to ensure team collaboration.
- Remote workdays must be agreed upon with the manager and team to ensure coverage.

#### 3.2 Flexibility & Adjustments

- Employees may adjust their hybrid schedule with manager approval.
- Temporary full remote work may be permitted for exceptional circumstances (e.g., illness, personal emergencies).

### 4. Workplace Expectations

#### 4.1 Availability & Communication

- Employees must be available during core business hours (e.g., 9:00 AM – 5:00 PM [local time]).
- Communication tools (e.g., Slack, Microsoft Teams, email) should be monitored regularly.
- Meetings should default to video-on when remote to maintain engagement.

#### 4.2 Performance & Productivity

- Employees are accountable for meeting performance expectations regardless of work location.
- Managers will assess productivity based on deliverables, not physical presence.

#### 4.3 Workspace Requirements (Remote Work)

- Employees must have a quiet, professional workspace with reliable internet.
- Company-provided equipment (laptop, VPN, security tools) must be used for work tasks.

**5. Office Workspace & Hoteling**

- Hot-desking or shared workspaces may be implemented; employees should reserve desks in advance.
- Clean desk policies apply—personal items should not be left overnight.

**6. Data Security & Compliance**

- Employees must follow all IT security policies, including secure file sharing and VPN use.
- Confidential discussions should occur in private settings (virtual or physical).

**7. Expenses & Reimbursements**

- The company will provide necessary equipment (laptop, peripherals).
- Internet reimbursement (if applicable) will follow company expense policies.

**8. Policy Compliance & Violations**

- Non-compliance may result in a review of hybrid work privileges.
- Repeated violations could lead to disciplinary action.

**9. Review & Updates**

This policy will be reviewed annually and updated as needed based on business needs and employee feedback.

**Acknowledgment:**

By signing, I confirm that I have read and agree to comply with this Hybrid Work Policy.

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Manager Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_