



Effective Date: 2023-2024

1. Introduction

This policy outlines the guidelines and procedures for implementing a hybrid working system at [Company Name]. The hybrid working system allows employees to work both remotely and from the office, providing flexibility and promoting work-life balance. This policy applies to all employees eligible for hybrid work arrangements.

2. Eligibility

2.1. Eligibility Criteria a. Employees who have demonstrated consistent performance and maintain open communication with their supervisors may be considered for the hybrid working system. b. Certain roles may have specific requirements that necessitate on-site presence and may not be eligible for hybrid work arrangements.

2.2. Approval Process a. Employees interested in participating in the hybrid working system must submit a formal request to their supervisor. b. Supervisors will review the request, considering factors such as job responsibilities, team dynamics, and individual performance. c. Approval or denial of a hybrid work arrangement will be communicated to the employee within a reasonable timeframe.

3. Hybrid Working Arrangements

3.1. Remote Work: a. Employees approved for remote work will have the flexibility to work from a location outside the office for a designated number of days per week. b. Remote employees are expected to have a suitable remote work environment, including a reliable internet connection and necessary equipment. c. Remote employees must adhere to the company's policies regarding data security, confidentiality, and remote access to company systems.



3.2. Office Work: a. Employees approved for office work are expected to report to the office for a designated number of days per week. b. Office work may involve collaboration, meetings, and tasks that require on-site presence. c. Office employees must comply with workplace health and safety guidelines and any other relevant office policies.

4. Communication and Collaboration

4.1. Communication Tools: a. Employees are required to utilize company-approved communication tools to stay connected with colleagues and supervisors, regardless of their work location. b. Regular communication is crucial to ensure effective collaboration, information sharing, and timely responses.

4.2. Meetings: a. Meetings should be conducted using appropriate virtual meeting platforms to accommodate remote participants. b. Efforts should be made to schedule meetings that accommodate the availability of all team members, regardless of their work location.

5. Performance and Accountability

5.1. Performance Expectations: a. Employees working in a hybrid arrangement are expected to meet the same performance standards and deliverables as office-based employees. b. Performance will be evaluated based on pre-defined metrics and goals.

5.2. Reporting and Recordkeeping: a. Employees must maintain accurate records of their working hours, projects, and tasks, regardless of their work location. b. Supervisors may conduct periodic check-ins or request progress updates to ensure accountability and address any issues promptly.

6. Equipment and Expenses

6.1. Equipment: a. Employees approved for remote work may be provided with necessary equipment to perform their job duties effectively, subject to availability and company policies. b. Employees



are responsible for the care and proper use of company-provided equipment.

6.2. Expenses: a. Expenses incurred while working remotely, such as internet costs or additional utilities, are the responsibility of the employee unless otherwise agreed upon by the company.

7. Security and Data Protection

7.1. Security Measures: a. Employees must adhere to the company's security policies and procedures, including maintaining the confidentiality and integrity of company information. b. Remote employees should secure their work devices, use secure networks, and follow best practices to protect sensitive data.

8. Review and Modification

8.1. Regular Review: a. This policy will be periodically reviewed to ensure its effectiveness and alignment with evolving business needs. b. Employee feedback and changing circumstances may lead to modifications to the policy.

8.2. Policy Modifications: a. Any modifications to this policy will be communicated to all employees in a timely and transparent manner.

By participating in the hybrid working system, employees acknowledge their understanding and acceptance of the policies and guidelines outlined in this document.