

<<state job title>>	<<state job title>>
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## 1. Introduction

This policy sets out the Company's Hybrid Working policy.

Hybrid working is defined as a working arrangement that allows employees to divide their time between working in the office and working remotely. Whilst contractual obligations, such as core working hours. Hybrid working allows employees the flexibility of homeworking whilst also maintaining the obligations associated with on-site working.

## 2. Eligibility for Hybrid Working

2.1. The Company will only agree to hybrid working when the employee's line manager is satisfied that the employee can continue to be met while the employee works from home.

- Hybrid working is available for the following roles:  
[State roles for which hybrid working is available]
- Hybrid working is not available for the following roles:  
[State roles for which hybrid working is not available, with reasons as to why the roles are unsuitable]

[In addition, employees will not be eligible for hybrid working arrangements in the following circumstances:  
• During the employee's probationary period and/or  
• Following disciplinary warnings etc >>].

### 2.2. *Permanent Hybrid Working*

[Employees who wish to apply for permanent hybrid working should submit an application to <<state job title>>].OR[Applications for permanent hybrid working should be treated as a statutory flexible working request. Employees should submit a statutory request for flexible working to <<state job title>> in accordance with the Company's **Flexible Working Policy**].

### 2.3. *Ad hoc/Occasional Hybrid Working*

Employees who wish to apply for ad hoc/occasional hybrid working should submit an application to <<state job title>> or <<state job title>> employee's line manager>>].

## 3. Applying for Hybrid Working

3.1. Employees should make an application for hybrid working arrangements, confirming the arrangements proposed and the proposed organisation of work.

the home working environment

3.2. <<state job title e.g. the employee>> will be required to sign the outcome of the request

3.3. If the application for hybrid working is approved, the employee will be required to sign a **Homeworking Agreement** of the arrangement.

3.4. Hybrid working arrangements will be reviewed at a set period and regular review.

#### 4. **Arrangements while working**

##### 4.1. *Working Hours*

- While working remotely, employees must be available and working during their normal hours of work as stated in the contract of employment.
- [Employees must take a break of at least 20 minutes during each working day throughout the day.]
- Employees must ensure they are available for contact between stopping work one day and beginning the next day.

##### 4.2. *Sickness*

While working remotely, employees must follow the company's normal sickness reporting procedures if they are unwell.

##### 4.3. *Financial assistance*

[The Company will provide financial assistance on a weekly OR monthly OR annual basis to help employees with additional work-related costs as a result of working from home.]

OR

[Employees may be able to claim tax relief on household expenses incurred as a result of working from home if they are solely work-related. Employees should apply for this at: [www.gov.uk/tax-relief-for-employees/working-at-home](https://www.gov.uk/tax-relief-for-employees/working-at-home)]

#### 5. **Flexibility in the workplace**

5.1. The Company expects its employees to be flexible in respect of how hybrid working arrangements work in practice.

Employees should be aware that they may be required to attend the [office] or [workplace] on particular occasions. Employees should discuss any such requirements with their employee's line manager >>

5.2. Also, there may be circumstances where the company asks employees to work remotely as it may be reasonable to expect too many employees attending the [office] or [workplace].

5.3. In such circumstances, employees should be given as much notice as possible of a change to working arrangements.

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## 6. Technology and equipment

- 6.1. To assist employees to work effectively, the Company will provide the necessary equipment relevant to the job. This may include <<state items e.g. laptop, printer, desk chair>> provided by the Company and the employee must take reasonable care of any equipment provided. The employee is not liable for any loss, damage, repair or replacement of any equipment provided by the Company.
- 6.2. Any equipment supplied for work purposes will be installed and removed by the Company. Employees should take reasonable care of Company equipment and use it for Company business only.
- 6.3. Any personal equipment that remains the employee's responsibility is not liable for any loss, damage, repair or replacement.

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## 7. Data protection

- 7.1. Employees must keep Company materials safe and secure at all times, ensuring reasonable care is taken to maintain confidentiality in accordance with the Data Protection Policy.
- 7.2. To this end, employees must:
- practise high standards of data protection, including the use of a unique password for work laptop;
  - keep all hard copies of Company documents secure; and
  - ensure that work-related information is kept safe at all times, especially when working in public places.
- 7.3. Any equipment provided by the Company (e.g. laptop, printer etc) must be used for work-related purposes only and not for personal use at any time.

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## 8. Health and safety

- 8.1. Employees are required to follow the Company's Health and Safety policy.
- 8.2. Employees should liaise with the Company to ensure that their remote working set-up is appropriate and that they are working in a safe manner.
- 8.3. Employees must take responsibility for their own health and safety. Employees must notify <<state job title e.g. the employee>> immediately if they experience any of the following:
- experiences any discomfort or pain;
  - believes that there are any health and safety hazards; and
  - in the event that any accident occurs in the home.

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## 9. Termination of Hybrid working

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Hybrid working arrangements may be terminated immediately if there are concerns about performance. Employees may be subject to disciplinary action in accordance with the Company's policies.

may be terminated based on the employee's conduct or performance. Employees may be subject to disciplinary action in accordance with the Company's policies.

**This policy has been approved & signed by:**

**Name:** <<Insert Full Name>>

**Position:** <<Insert Position Title>> (e.g., Human Resources Manager)

**Date:** <<Date>>

**Signature:**

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