# < Hy

#### 1. Introduction

This policy sets out the Compar

Hybrid working is defined as time between working in the working remotely, employee working hours. Hybrid worki homeworking whilst also ma

#### 2. Eligibility for Hybrid Working

- The Company will only agree manager is satisfied that the employee works from home
  - Hybrid working is av [State roles for whice
  - Hybrid working is no [State roles for which the roles are unsuita

[In addition, employees will the following circumstances probationary period and/or

#### 2.2. Permanent Hybrid Working

[Employees who wish to ap application to <<state job ti for a permanent hybrid wor working request. Employee statutory request for flexible with the Company's Flexib

2.3. Ad hoc/Occasional Hybrid

Employees who wish to app hoc/occasional basis should employee's line manager>>

#### 3. Applying for Hybrid Working

3.1. Employees should make a confirming the arrangement

orking.

ows employees to divide their nd working remotely. Whilst tractual obligations, such as core nployees the flexibility of sociated with on-site working.

gement when theemployee's line an continue tobe metwhile the

oles:

ole].

e following roles: uitable, with reasons as to why

ybrid working arrangements in ful completion of the disciplinary warnings etc >>].

working should submit an e manager>>].OR[Applications treated as a statutory flexible ontinuousservice to make a ill be dealt within accordance

angements on an ad o <<state job title e.g. the

brid working arrangements, he proposed organisation of

thehome working environm

- 3.2. <<state job title e.g. the em the outcome of the request
- 3.3. If the application for hybrid a **Homeworking Agreeme**
- 3.4. Hybrid working arrangemer

#### 4. Arrangements while working

#### 4.1. Working Hours

- While working remo their normal hours or
- [Employees must ta day.]
- Employees must en each working day th
- Employees must en beginning the next i

#### 4.2. Sickness

While working remotely, en Normalsickness reporting p

#### 4.3. Financial assistance

[The Company will provide weekly OR monthly OR and pay for additional work-rela

OR

[Employees may be able to result of working from home related.Employees should a employees/working-at-hom

#### 5. Flexibility in the workplace

5.1. The Company expects its e arrangements work in pract

Employees should be awar or [workplace] on particular employee's line manager>>

- 5.2. Also, there may be circums remotely as it may reasona the [office] or [workplace].
- 5.3. In such circumstances, em change to working arrange

will write to the employeewith

employee will be requiredto sign of thearrangement.

al period and regularreview.

available and working during the contract of employment.

g. one hour>> off for lunch each

ak of at least 20 minutes during

veen stopping work one day and

if they are unwell.

<<state time period e.g. a
ate £amount>>to helpemployees
sult of working from home].

ousehold expensesincurred as a are solelywork-

at:www.gov.uk/tax-relief-for-

n respect of howhybrid working

ed to attend the [office] state job title e.g. the training day.

pany asks employees towork re too many employeesattending

nuch notice as possible ofa



#### 6. Technology and equipment

- 6.1. To assist employees to wor thenecessaryequipment rel laptop, printer, desk chair>: providedby theCompany ar manager>>of any faults wit
- 6.2. Any equipment supplied for will be installed and remove takereasonable care of Cor
- 6.3. Any personal equipment the remainstheemployee's resp damage, repairor replacem

will provide may include <<state items e.g. care of any equipment e.g. the employee's line

ains the Company'sproperty and . Employeesshould ly use it for Companybusiness. work purposes is not liable for any loss, bment.

#### 7. Data protection

- 7.1. Employees must keep Com times, ensuring reasonable accordance with the Data F
- 7.2. To this end, employees mu
  - practise high standa password for work I
  - keep all hard copies
  - ensure that work-rel working in public pla
- 7.3. Any equipment provided by related purposes only and r household at any time.

### 8. Health and safety

- 8.1. Employees are required to
- 8.2. Employees should liaise wi
- notify <<state job title e.g. t iftheemployee:

## believes that there a in the event thatany

materials safe and secure at all ken to maintainconfidentiality in

including the use of a unique

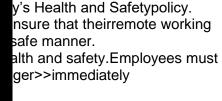
ntation secure; and

afe at all times, especially when

ps etc) must beused for workother member ofthe employee's

- set-up is appropriate and th
- 8.3. Employees must take response
  - experiences any disc

#### 9. Termination of Hybrid workin



e to working remotely;

h and safety hazards; and ccur in the home.



Hybrid working arrangemen immediately if there are con performance. Employees maccordance with the Compa

ew and may be terminated e's conduct or her disciplinary action in

#### This policy has been approved &

Name: <<Insert F

**Position:** <<Insert P

Date: <<Date>>

Signature:

ces Ma

ces Manager>>