

# Hybrid & Remote Working Guidelines

## A template from Vodafone.

This handy template is to help you create clear and concise hybrid & remote working guidelines. You can download these guidelines, amend them and use them to fit your specific business needs.



# Hybrid & Remote Working Guidelines

[Insert Company Name]

**COMPANY  
LOGO**

# [Insert Company Name]

## Remote/Hybrid Working Guidelines

---

### Introduction

At [Company Name] we recognise the value and importance of flexibility and autonomy in the modern workplace. [Remote/Hybrid] working allows our employees to work from a location that suits them best, while still fulfilling their operational responsibilities and outcomes. To ensure a productive and positive experience for all of our employees, we have established the following guidelines.

### Eligibility

[Remote/Hybrid] working arrangements are available to all full-time employees after they have completed a probationary period of [number of months].

Part-time employees are not eligible for remote working arrangements.

### Responsibilities

As a [remote/hybrid]-working employee, you are expected to:

1. Be available during your agreed work hours
2. Attend all scheduled meetings
3. Meet all project deadlines
4. Ensure that your workspace is safe and suitable for work, including access to all necessary equipment
5. Maintain confidentiality and data security
6. Be responsive to communication from colleagues and line managers through agreed channels – e.g. instant messaging, video conferencing
7. Keep track of your hours worked and submit them on time
8. Adhere to all company policies and guidelines
9. Make efforts to attend any social activities that the company put in place to support team morale and collaboration – e.g. virtual team meetings, virtual team building activities, or even virtual social events.

### Workspace

You are responsible for ensuring that your workspace is suitable for remote work. This includes a quiet, private area with adequate lighting and appropriate ergonomics. You should also ensure that any company equipment is kept secure and safe.

## Equipment and Internet

As a [remote/hybrid]-working employee, [you are/the company is] responsible for providing the equipment necessary to carry out your role, including:

- A computer
- Reliable internet access
- A phone

The company will provide remote access to necessary company systems. This includes an individual login to the following software and apps:

- Instant Messaging [add your tool's name here]
- Video conferencing
- Email
- Time-tracking

## Communication

[Remote/Hybrid] workers are expected to maintain regular communication with their line managers and team members. This includes:

1. Regularly checking and responding to emails and instant messages
2. Attending scheduled meetings and conference calls
3. Providing regular updates on project status
4. Participating in virtual team-building activities

## Working Hours

While working remotely, employees are expected to maintain the same working hours as in-office employees. Any changes to your regular working hours should be discussed and approved by your line manager.

## Expenses

[The employee/The company] is responsible for any expenses incurred while employees are working remotely, such as internet or phone bills. Any expenses incurred as part of your work should be agreed in advance with your line manager.

## Confidentiality

Remote-working employees must adhere to the company's confidentiality and data security policies. This includes protecting sensitive company information and securing any company- provided equipment.

## **Health and wellbeing**

The founders of [The company] want to ensure that all employees have access to the necessary resources and support, whether they are in the office full-time, part-time or working fully remotely. This includes access to:

- Mental health services
- The specific career development opportunities outlined in your contract
- And other resources that may be needed for you to feel supported, productive and motivated. Please contact your line manager if you want to enquire about these provisions.

## **Termination of Remote Working Arrangement**

[Remote/Hybrid]-working arrangements may be terminated at any time at the discretion of the company. In the event that the company decides to terminate your [remote/hybrid]-working arrangement, you will be required to return any company-provided equipment.

## **Conclusion**

[Remote/Hybrid] working arrangements are subject to the guidelines outlined above. These guidelines have been established to ensure a productive and positive experience for both the employee and the company. If you have any questions or concerns regarding these guidelines, please contact your line manager.