



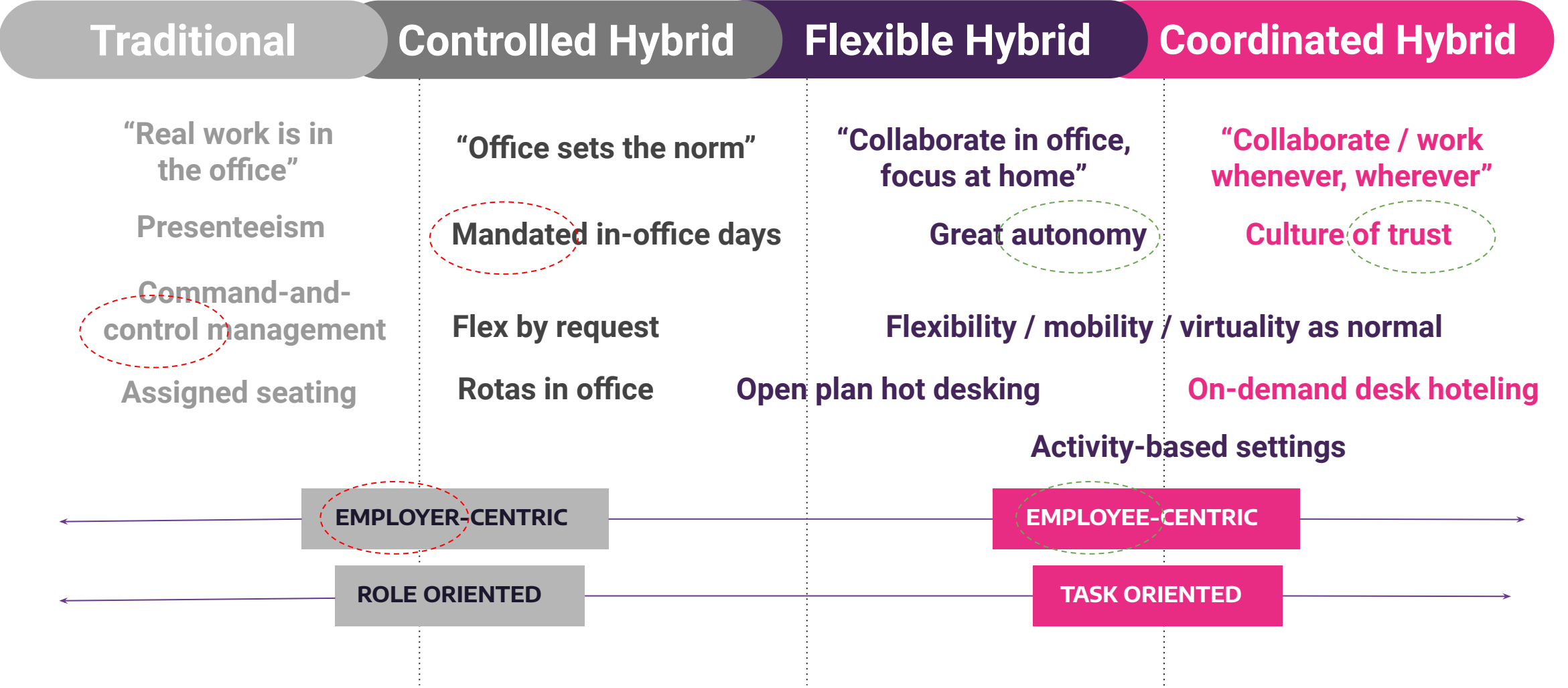
Hybrid Policy Template

Supporting you to make hybrid work work

Your organization may choose to call it a policy, guidance, or process—this decision will ultimately depend on how it aligns with the overall structure of your other policies and procedures. In your document, we suggest to cover:

01	VISION	Clarity on your vision to choose the right hybrid working model for your teams
02	IN-OFFICE EXPECTATIONS	Clear communications on designated in-office and remote days
03	HYBRID MEETINGS ETIQUETTE	Guidance on hybrid meeting best practices to ensure equal participation for all attendees
04	WELLBEING & SUPPORT	Guidance for teams to work at home or in the office
05	SECURITY & SAFETY	Guidance on security protocols and compliance

Choosing the right hybrid working model



Vision

At [COMPANY NAME], we embrace a hybrid work model that allows you the flexibility to work both remotely and in the office. We're proud of our culture of balance and flexibility for all team members.

Our goal is to foster teamwork and connection while giving you the flexibility to work from home when possible. In-office days are designed to bring the team together for meaningful face-to-face interactions, whether for essential meetings, team yoga sessions, walks, lunch gatherings, or occasional after-work drinks.

To keep things consistent, this policy applies to everyone unless your contract explicitly states remote work or has specific terms that differ.

Kadence Pro Tips ✨

Your hybrid working vision should focus on enhancing productivity, collaboration, and well-being. Emphasize the importance of teamwork, trust, and communication, and outline how your approach supports personal balance while aligning with business goals. Read more about [our hybrid vision here](#)

Team Days

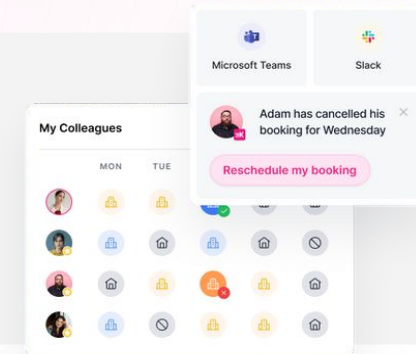
We have established **[DAY]** and **[DAY]** as collaborative in-person days to help you plan your week, with the remaining days available for remote work. [OR] We expect you to be in **[number]** of days in the office and the rest you can work remotely.

All team members are required to follow this policy and are encouraged to organize and attend key meetings face-to-face during these days. Core hours for office days are 09:00 - 17:30, though we remain flexible for childcare, medical, or similar commitments. We trust you to work remotely in a way that supports your goals and aligns with our expectations. With this trust comes a responsibility to meet our standards:

- **Working Hours:** Your remote working hours should mirror your in-office hours, unless otherwise approved by your Team Lead. Remember to take regular breaks from your screen and ensure a proper lunch break.
- **Punctuality:** Be on time for work and meetings. If something unexpected arises, especially when you're scheduled for a meeting or in a client-facing role, please inform us as soon as possible.
- **Collaboration:** Engaging in meetings and sharing ideas is just as important remotely. We utilize several collaboration tools, including [Google Hangouts / Microsoft Teams / Zoom, etc.], to stay connected and productive.

Kadence Pro Tips ✨

- Each team should have at least one in-person team day per week, use **team coordination tools** to get visibility and coordinate team days.
- Managers are encouraged to overlap with their team members on a regular basis to facilitate learning and development.



Hybrid Meetings Etiquette

Meeting Preparation: The meeting organizer should [book your meeting room](#) with the right amenities, ensuring video conferencing equipment is ready for both in-office and remote attendees to communicate effectively.

Agenda: For larger meetings, circulate an agenda in advance so everyone knows the topics and objectives.

Inclusive Participation: The meeting chair should aim to invite both in-room and remote attendees to speak, ensuring balanced and inclusive engagement. Showing face to make sure we feel connected to the team, try to use your video camera as much as possible.

Meeting Recap: Remote meetings will operate just like those in the office, conducted via video call. We also encourage sharing a summary of the meeting in team channels for those who couldn't attend.

Kadence Pro Tips ✨

Know your employees, make your working environment a safe space, and encourage them to build connections within the organization. But above all, make sure your quiet workers are not invisible. Read more about [hybrid meeting best practice here](#)

Wellbeing & Support

We are here to support your hybrid working experience. To stay focused and perform well, reach out to your Team Manager if you're finding it difficult to meet goals. Staying connected throughout the day, setting a routine, and taking breaks are all essential to maintaining your mental well-being while working remotely.

Take care of your physical health by ensuring you have an ergonomic setup and by incorporating movement into your day, like taking a walk during breaks. If you encounter any challenges with remote work, don't hesitate to discuss them with your Team Manager. Any information shared will be kept confidential.

For more guidance, refer to our health & safety policies.

Security & Safety

Please ensure that any equipment we've provided, such as laptops, is kept safe. It's also your responsibility to keep data and information secure.

- Avoid discussing sensitive information or displaying confidential data on your screen when others are nearby.
- Always lock your laptop screen when it's not in use.
- Please refer to our data privacy policy for more information

We will conduct a home working risk assessment to ensure all team members have the necessary equipment and a safe workspace to perform their roles effectively. The assessment will cover the home environment, Display Screen Equipment setup and maintenance, fire safety, first aid, and mental well-being.

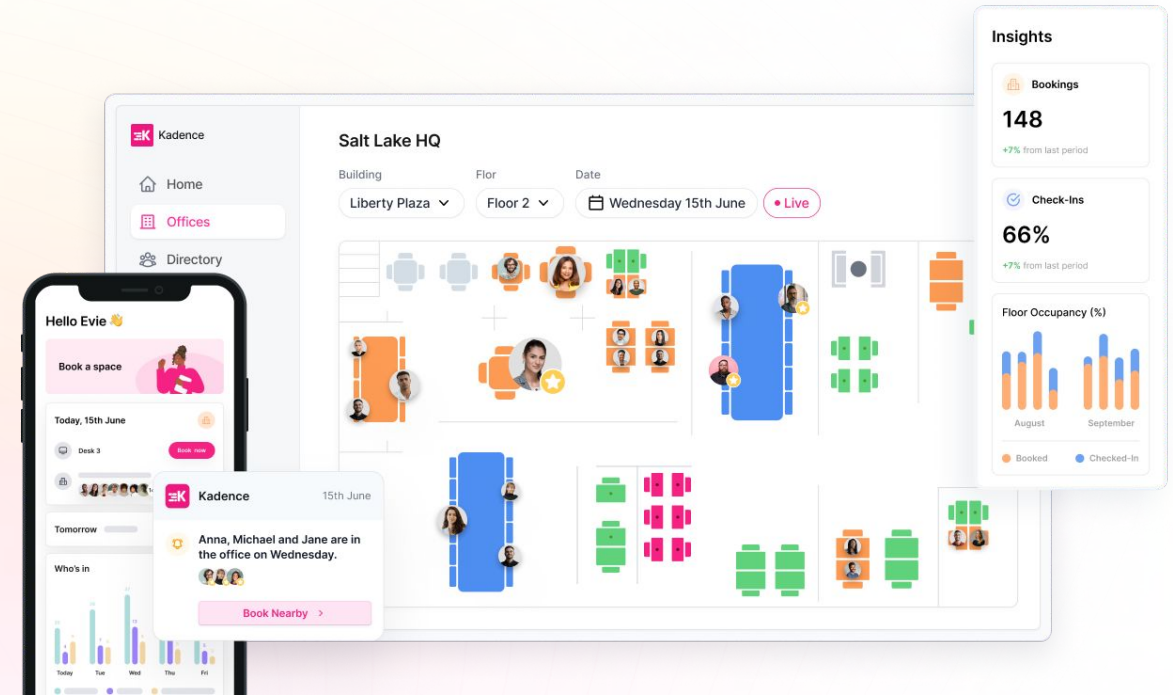
All team members should have a suitable workstation, including a chair, desk, and IT equipment. While we are responsible for providing equipment, it is up to the team member to address any issues identified in their home setup through the assessment.

Hybrid Work Software

At [Kadence](#), we are committed to helping organizations make hybrid work.

Whether it's through setting up a [hot desking process](#), facilitating team collaboration, or ensuring seamless in-office/remote work experiences, we believe that the future of work is about finding the perfect balance for your teams.

Our hybrid work experts are here to help you set off on the right foot with all the support needed to get started, helping you and your teams to embed Kadence into your team's hybrid workflow.



Chat with our hybrid work expert and see Kadence in action 🙌

Book Demo