

Hybrid Working Policy

I. Introduction

This Hybrid Working Policy ("**Policy**" hereinafter) is aiming to outline the guidelines and expectations for hybrid working modal within _____ ("**Company**" hereinafter) which adopts hybrid working modal with the Resolution of General Assembly dated _____. The hybrid working model combines remote work and in-office work to provide flexibility while ensuring productivity, collaboration, and maintaining the company's culture and goals.

We are in the opinion that this approach allows our employees to split their work time between working remotely, often from home or other off-site locations, and working in a designated office or workspace. As an employee of the Company, you are expected to fully comply with the Policy. Wish you a productive and pleasant working environment as a part of our team.

II. Hybrid Working Schedule and Requirements

Under this Policy, hybrid working means a work model that combines both remote or off-site work and in-person work at a physical workplace, offering employees the flexibility to perform their duties from various locations.

As an employee of the Company, you are expected to fully comply with the Policy. Wish you a productive and pleasant working environment as a part of our team. While working remote, employees leverage technology to perform tasks and collaborate with colleagues from locations outside the traditional office environment and have the flexibility to work remotely for a portion of their workweek. In-Office work, employees also spend designated days or specific periods working on-site at a physical office or workplace, fostering in-person collaboration, meetings, and team interactions.

Unless the employee notifies the Company that he/she has a special preference through a written petition, all employees work remotely for _____ days a week. In principle, remote working days are _____. All employees are free to work in-office on remote working days.

Remote Work Requirements

Remote work requires a suitable and dedicated workspace that promotes productivity, confidentiality, and a secure internet connection. Employees must adhere to the agreed-upon work hours and remain accessible during core working hours. Availability for virtual meetings, conferences, or other collaborative activities during remote work days is mandatory unless otherwise agreed with the manager.

In-Office Work Requirements

During in-office work, all employees are bound by the Workplace Procedures issued by the Company and applicable labor law. All employees are expected to follow health and safety policies established by the Company, including but not limited to, physical distancing, sanitation measures, and adherence to any health guidelines.

III. Core Working Hours

In principle, all employees have to work _____ hours for a week and employees can schedule their own working ours. However, core working hours should be established to facilitate better coordination among team members. Core working hours should be decided jointly by team members. Employees are expected to be available and responsive during these hours unless otherwise agreed upon with their managers. Flexibility in scheduling may be accommodated based on individual and team needs, subject to manager approval.

IV. Equipment

Employees engaging in hybrid work arrangements will be provided with necessary equipment and resources to facilitate seamless productivity both within the office and remote work settings. This includes but is not limited to computer hardware, software, ergonomic furniture, internet connectivity support, communication tools, and necessary peripherals (e.g., monitors, keyboards, mice, headsets).

The company will try to ensure that the equipment provided meets ergonomic standards and supports the employee's comfort, health, and safety during their work activities. Additionally, employees will be guided on the proper usage, maintenance, and responsible handling of all provided equipment, with the expectation that they maintain the equipment in good working condition and return it upon termination of employment or as otherwise required by Company policy.

IV. Employee Approval

I, as an employee of _____, read and understand the Hybrid Working Policy given above. I agree and accept to work in accordance with the Policy and I undertake to contact my manager immediately if changes are required in my working hours and conditions.

Employee's Name

Date

Signature



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