A hybrid work policy is a document that describes when and how employees can work and meet from locations other than the office and/or in which flexible schedule. It’s a clear, transparent agreement that outlines all regulations and expectations for workers in this mixed work model. Policies can be temporary or permanent and are issued and communicated by HR departments. They make sure everyone is on the same page.

Your checklist to a hybrid organization

**How do you get started with hybrid work? How can you set up and facilitate seamless collaboration when your workers are partly in-office and partly remote?** Here’s a checklist that can help. Please note, that there is no such thing as a one-fits-all model for hybrid work and meeting. Flexibility will be key in your hybrid organization.

Do your research

- What’s your current work model?
  - Are your employees currently working in the office, on hybrid or remote?
  - Pay attention to their health and safety.
  - Are your employees and management on all levels of the company bringing about the current work model?
- How are employees currently working? In the office, at home or hybrid?
- Do a survey.
- Involve workers in every phase of the policy creation and approval.
- Get a view on what your employees expect.

Set clear goals and expectations for hybrid work

- What does the company hope to improve with hybrid work?
  - Define goals on productivity, work-life balance and the metrics to measure these.
  - Align with your organization's principles, mission, or values.
- Define transparent expectations for employees on availability, planning tools and communication.

Start building a framework

- Define a clear hybrid work policy with your ideal hybrid working model:
  - Describe in detail, taking different seniority levels, job roles and departments into account.
  - Differentiate when needed and illustrate with best practices.

Gear up workspaces

- **Home office design**
  - Check if home workers are equipped for separate workstations with a decent chair, table and proper lighting.
  - Define if you will intervene in costs to adapt the home office or in financial contribution for energy, heating or internet.

- **Office design**
  - How will you organize office space and meeting rooms?
    - Do you need more video-enabled rooms or huddle spaces?
    - Have you considered Activity-Based workplaces?
    - Check with the colleagues from Facility. A redesign of office space is not done overnight.

Invest in the right tech

- **Home office tech**
  - Make sure home workers are equipped with the following basics
    - laptop, keyboard and mouse
    - extra monitor or webcam
    - noise-cancelling headphones
    - high-speed internet connection
    - access to company data and platforms

- **Office design**
  - Do you need additional investments in video collaboration tools for meeting rooms?
  - What UC&C platforms are preferred?
  - Involve the colleagues from IT timely. You need their help to roll-out and implement this new virtual approach to working. You might need additional platforms for communication, file storage, project management, and more.

Connecting home & office

- Can you work and connect home and office securely? Cyber security issues may arise when you want access company data remotely.
  - Reflect on collaboration technology and video collaboration solutions.
  - A well set-up meeting room makes the experiences for all users seamless, no matter if they are in-office or remote.

Get ahead of any issue

- **Check legal implications**
  - Will hybrid work affect taxes or benefits of employees in different countries? A check of legal rights and compensation is needed, especially when you are part of a global, worldwide team.
  - Do you have new contracts and new office space?
  - Can you include hybrid into the company culture?
  - Find ways to stimulate teambuilding, connection and collaboration between colleagues.
  - How will you communicate the new rules and regulations?
  - Can you use hybrid work as conversation starter when recruiting?

Get everyone on board

- **Communicate & get frequent feedback**
  - Get your team behind hybrid and encourage support from them.
    - First: Prepare an email with new technology, control and collaboration innovations.
    - How will you make available and motivate people?
    - Can you set up and motivate them for new roles and responsibilities?
    - Can you provide targeted training and coaching?
    - Don’t forget about new hires and onboarding!

  - Train & educate workers in video collaboration.
  - Go for simple and user-friendly tech solutions.

Take the test to see how ready you are for hybrid