Hybrid Workplace Policy — Template

Company: [Company Name]

Effective from: [YYYY-MM-DD]

Policy owner: [HR / Workplace / RE & Facility]

Last review: [Quarterly cadence, e.g., 2025-Q1]

1) Purpose

Provide a clear, scalable framework for hybrid work: when and how we collaborate, where work happens, and how we use space responsibly and efficiently.

2) Scope

Applies to all employees unless otherwise stated (country-specific rules may apply). Team leads may create team-level agreements that align with this policy.

3) Principles

- **Flexibility with clarity:** Autonomy for individuals, shared collaboration windows for teams.

- **Right place, right time:** Focus work anywhere; collaborate intentionally.

- **Data-informed decisions:** Capacity is sized by utilization and outcomes, not headcount.

- **Wellbeing & inclusion:** Reasonable meeting hours, near-home options, accessible spaces.

4) Collaboration & cadence

- Each team defines **two weekly collaboration windows** (on-site (if yes, where) or virtual) and **one focus day** (no meetings > 15 min).

- Cross-team rituals: [monthly retro], [monthly planning], [learning hour].

- Decision rights: **Managers** own team cadence; **HR** owns policy; **RE/Facility** owns capacity.

5) Space & booking rules

- Desks bookable advance for everyone for **own office and flexible network**;

- **Team Lead** books team rooms for the whole team, **1 week** in advance.

- Meeting rooms are **pay-per-use**; follow cost codes and team quota

- Use [Spacent App] to book coworking, meeting rooms, team rooms, and private offices, access rights provided by the **Manager**

6) Near-home & travel

- Employees may use approved near-home locations for focused work.

- Travel is aligned to client/project needs and team cadence.

7) Accessibility & wellbeing

- Provide quiet zones and reasonable hours; follow local accessibility requirements; recognize needs for flexibility to balance work and personal life

8) Tools & analytics

- Bookings, spending, and utilization analytics are centralized. Teams review usage monthly.

9) Review & exceptions

- Policy is reviewed quarterly based on KPIs. Exceptions approved by [Role].

10) Related documents that can add to clear policy setting, consider creating

- Team Agreement Template

- Separate Booking & Space Rules

- Manager Briefing

- FAQ & Communication Pack