

Hybrid working policy template

No law requires a hybrid working policy, but two legal duties apply the moment someone works from home. You have the same health and safety responsibilities for home workers as for anyone else, which includes a workstation assessment for people who use screens, and a request to change where someone works is a statutory flexible working request that must be decided within two months. This template sets your default pattern and covers both.

Download the policy ? PDF • edit the [bracketed] parts

The template

Replace each [bracketed placeholder]. Copy it from this page, or download the PDF above.

1. Purpose and scope

This policy explains how hybrid working operates at [Company name]: splitting working time between [our office at location] and home. It applies to employees whose roles are listed as suitable in clause 2. It is a discretionary arrangement, does not change your contractual place of work, which remains [location], and may be reviewed. It sits alongside your right to make a statutory flexible working request, which is unaffected.

2. Which roles are eligible

Hybrid working is available where the work can be done as well from home as in the office. Roles that need to be on site [list, for example reception, warehouse, lab] are not eligible. New starters work [in the office full time / at least X days] for their first [three months] so they can be trained and meet the team. Eligibility is decided by role, not by person, and the list is reviewed [annually].

3. The working pattern

The standard pattern is [three] days in the office and [two] at home each week. [Team days: every team is in on Tuesday.] Your manager will agree your office days with you and record them. Your working hours do not change on home days: you are expected to be contactable between [core hours] and to record your hours in the usual way.

4. When we may ask you to come in

We may ask you to attend the office on a home day for training, client meetings, team events or cover, and will give [48 hours'] notice where we can. Travel to the office on any day is ordinary commuting and is not paid for or reimbursed.

5. Your home workstation

Our health and safety duties to you are the same at home as in the office. Before you start working from home regularly you must complete the workstation self-assessment at [location], and again if your set-up changes. Tell [role] about anything it identifies. Where the assessment shows that action is needed, we will arrange it and you will not be charged. You are responsible for keeping your home working area safe and for reporting any work-related accident or ill health as you would in the office.

6. Equipment

We provide [a laptop, a second screen, a keyboard and mouse, and a headset]. This equipment remains the property of [Company name], is recorded against your name, is for work use and must be returned when asked or when you leave. We do not provide [furniture / broadband / a mobile phone] unless your workstation assessment shows it is needed. Report faults or loss to [role] straight away.

7. Information security and confidentiality

The same rules apply at home as at work. Use only company devices and approved systems for company information. Lock your screen when you step away. Do not let other members of your household use company equipment. Take calls about confidential matters where you cannot be overheard. Do not print confidential documents at home unless agreed, and return or securely destroy any paper records. Report a lost device or a suspected breach to [role] immediately.

8. Costs and expenses

[We pay a home working allowance of [amount] a month. / We do not pay a home working allowance.] Household costs such as heating, electricity and broadband are your responsibility unless stated here. Business expenses incurred at home are claimed under the expenses policy. Check that your home insurance, and any mortgage or tenancy agreement, permit working from home.

9. Keeping in touch and wellbeing

Your manager will hold a one-to-one with you at least [fortnightly] and will make sure you are included in team meetings, training and opportunities on the same basis as colleagues in the office. Take your rest breaks and stop at the end of your working day. If working from home is affecting your health or your work, tell your manager so we can adjust the arrangement.

10. Changes, review and ending the arrangement

If you want a pattern different from the standard one, make a flexible working request to [role]; we will consult you and decide within two months. We may change or withdraw a hybrid arrangement on [four weeks'] notice where the needs of the business or the role change, or where it is not working, after discussing it with you. This policy is reviewed [annually].

Using it well

- Decide whether hybrid is a benefit or a term. Clause 1 keeps it discretionary. If your contracts already state home as a place of work, the policy cannot override them.
- Record the agreed days. A pattern nobody wrote down becomes custom, then an argument.

- Do the workstation assessment properly. The Health and Safety Executive says workers can complete a self-assessment provided they have been given suitable training, and that where someone uses screens both at home and in the office the assessment should cover both.
- Treat a different pattern as a statutory request. Employees can make two requests in any 12 months from their first day, you must consult before refusing, and refusal must be for one of eight business reasons: see the eight reasons and the response letter template.
- Watch who gets what. If office attendance decides who is noticed and promoted, a pattern taken up mainly by carers or disabled staff becomes a discrimination risk.

The rules on refusing a flexible working request are due to tighten under the Employment Rights Act 2025, with a requirement that a refusal is reasonable and explained. The government's timeline lists this for 2027 without a date, so it is not yet in force.

A free template from CoDash - codash.co.uk/templates. Edit it to match how your company actually works, and take advice on anything unusual.