

Remote & Hybrid Working Policy

Policy · UK · Updated 2026-07-23 · Square brackets are placeholders to replace with your own details.

A remote and hybrid working policy sets out who can work away from the workplace, on what pattern, and to what standard — covering availability, communication, health and safety at home, data security, and equipment. It turns working from home from an accumulation of individual deals into one arrangement everyone understands.

The operational risk with hybrid work is rarely idleness; it is drift. Undefined expectations about availability, attendance, and where data lives create friction between colleagues on different patterns — and managers improvising different rules for different people is how grievances start.

This template covers definitions, eligibility and approval, working expectations, home workstation safety, data protection, and equipment and expenses.

Purpose and scope

This policy sets out how remote and hybrid working operates at [Your company]: who is eligible, how arrangements are agreed, and the standards that apply wherever the work is done. It applies to [all staff / listed roles] and does not form part of the employment contract unless we confirm a contractual change in writing.

Policy statement

[Your company] supports remote and hybrid working where the role allows it and the standards in this policy are met. Arrangements are agreed, not assumed; they can be adjusted with [notice period] notice where business needs change; and the same performance expectations apply wherever you work.

Definitions

- Hybrid working: a regular split between the workplace and home, such as [pattern, e.g. three workplace days including the team anchor day].
- Fully remote: a role performed from home, with attendance only for [listed occasions, e.g. quarterly team days].
- Ad hoc homeworking: occasional days agreed with your manager, for example for focused work or a delivery.
- Remote workplace: the address agreed for your remote work. Working from other locations, including abroad, needs prior approval from [senior role].

Eligibility and approval

Roles are eligible where the work can be done to standard away from site — [list ineligible roles or point to role profiles]. To request an arrangement, ask [your manager / via system]; the manager considers the role, team coverage, and your home setup, and confirms the pattern in writing within [number] days. New arrangements start with a trial period of [length].

We apply the same criteria to everyone. Declining a request needs a written business reason, and anyone can use the statutory flexible working procedure instead — see our flexible working policy.

Working expectations

- Be contactable on [channels] during [core hours / your agreed hours], and keep your calendar and status current.
- Attend the workplace on your agreed days and, with reasonable notice, for [occasions that need presence — e.g. training, team days, formal meetings].
- Take your breaks and finish on time — remote work must not quietly extend the working day; the Working Time Regulations 1998 apply at home too.
- Report sickness absence through the normal procedure, whichever location you were due to work from.
- Caring responsibilities need their own arrangements — homeworking sits alongside childcare, it does not replace it.

Health, safety and your workstation

- Complete the DSE self-assessment for your home workstation before starting a regular arrangement, and repeat it [frequency / when your setup changes].
- Set up a workstation you can use comfortably: screen at eye height, a supportive chair, and space to work without twisting. Tell [name/role] about problems the assessment finds — we will help fix them.
- Report accidents, near misses, and work-related pain or stress while working at home exactly as you would on site.
- If working alone at home affects your wellbeing, raise it early — [describe support, e.g. weekly one-to-ones, employee assistance programme].

Data protection and confidentiality

- Work only through [approved systems/VPN]; never move work data onto personal accounts or unapproved devices. The acceptable use and BYOD policies apply in full at home.
- Lock your screen when you step away, and position it so household members and visitors cannot read personal data.
- Keep printed material containing personal data in [secure arrangement], and shred or return it — never household bins.
- Take confidential calls where you cannot be overheard.

Equipment, expenses, records and review

[Your company] provides [list — e.g. laptop, headset] to regular remote workers; it remains company property and is returned on request or on leaving. [State your position on other costs: a one-off [amount] workstation contribution / specific items by agreement / no further contribution.] Other costs follow the expenses policy.

Agreed patterns, DSE self-assessments, and equipment records are kept in [system/location]. This policy is reviewed [frequency] and when team structures or premises change. Owner: [name/role]. Next review: [date].

How to use this template

1. Decide which roles genuinely cannot work remotely and say so by role, not by person — that list is the fairness backbone of the policy.
2. Pick anchor-day or pattern rules that solve a real coordination problem, not ones that just signal presence.
3. Set up the DSE self-assessment route — a simple form works — before publishing the health and safety section.
4. Align the data protection section with your acceptable use policy so neither contradicts the other.
5. Confirm every existing informal arrangement in writing when you launch, so the policy starts from a clean record.
6. Review the pattern rules after the first [quarter] — coverage problems show up within weeks.

Official guidance

- › [ACAS — Flexible working](#)
- › [HSE — Display screen equipment](#)

This template is provided in good faith and for general information — it is not legal advice. Adapt it to your organisation and, where your sector carries specific legal requirements, have the finished document reviewed by a qualified adviser. The live version at <https://trainedteam.com/templates/remote-hybrid-working-policy> is kept current; this file is a snapshot.