

Checklist for hybrid working (2/3)

Reviewing the impact on workplace policies and strategic deliverables

This checklist focuses on understanding the implications of proposed hybrid working approaches on both your strategic imperatives and goals, and your existing policies.

This checklist is part of a series aimed at organisations that are considering or are implementing hybrid working. Once you've completed this sheet, download the final checklist in this series. This PDF contains a checklist of practical considerations for hybrid working.

- Using your survey data as a starting point (see Checklist 1), create a policy that works for your staff, customers, and management teams. Be prepared to evolve and amend this for a few years to come.**

As you frame up an initial hybrid working policy, assess it against the strategic impact on the business:

1. Will hybrid working impact your ability as an organisation to meet business objectives?
2. Will there be any impact on how business and team objectives are reached?
3. What are your customers' expectations?
4. What are your suppliers' expectations?
5. What are the implications of the policy on organizational design?
6. Is there any impact on staffing levels of this policy?

- Review your hybrid working policy against your organisational values, culture and health:**

1. What impact do you anticipate hybrid working will have on the culture of your organisation?
2. How do you as an organisation establish a common purpose amongst all staff? How would this work with hybrid working (so occasional all office days with a shared lunch or all hands meetings for example)?
3. What processes or communication tools can you adopt to help people adapt and counter any reduction in feelings of belonging or collaboration if it occurs?
4. What degree of collaboration is needed within teams and across teams to achieve success?

- Review your workplace policies in light of your hybrid working approach and adjust as (and when) necessary:

Staff handbook / General work policy

1. How should sickness be reported when working from home?
2. What are the expectations for office working? Do employees need to work during set hours or can hours be flexible? What are the expectations for offsite/home working?
3. Are there any exceptions to the hybrid policy (someone who lives in another region or is immune-compromised?)

Organisational design

1. Will this policy have an impact on how you're structured?

New hires and remuneration

1. Review your hiring strategy as hybrid working potentially opens up being able to hire staff from another town/region,
2. What specific practices will be adopted for new hires to ensure they feel welcome and succeed in their new job?
3. Review of remuneration/benefit packages to see if they are still appropriate. For example, is a gym membership close to the office still worthwhile? Or should it be redirected to a wellbeing/mindfulness app for example?

Staff wellbeing

1. What specific practices will be adopted to ensure a healthy work/life balance and that mental health is supported appropriately?



For hybrid working tools, go to www.evacheckin.com/hybrid-workplace