Hybrid Work Policy Acknowledgement

Please read this summary of the Hybrid Work Policy and sign to confirm you have read and will follow the full policy.

Employee

FULL NAME

EMPLOYEE ID

DEPARTMENT

COMPANY

POLICY VERSION DATE

Key points of the Hybrid Work Policy

- Attend the office on the days set by your team.
- Book desks through the booking tool.
- Be available during core hours on all working days.
- Home-working days follow the remote work security rules.
- Managers may require office attendance for specific events with notice.

Acknowledgement

- [ ] I have received and read the Hybrid Work Policy and had the chance to ask questions about it.
- [ ] I understand that breaching the policy may lead to disciplinary action, up to termination of employment.

The company may update the policy; the latest version on the intranet applies.

Employee

SIGNATURE

PRINTED NAME

DATE