

Hybrid Working Checklist

Here is list of questions that we hope you will find useful to better understand how to fully, and successfully, implement Hybrid Working within your business. There maybe also additional questions that are specific to your sector or organisation, but if you do not have the answer to any of these questions, please email us sharon@sylobeyondhr.com and we will be more than happy to help. If you would like to complete the checklist and send it to us, we are offering a free 30-minute consultation to help you get started.

Business Planning and Communications	No	Yes	D/K	N/A
• Has your business strategy changed due to Covid?				
• Will working from home, or Hybrid Working suit your business model?				
• Do you want to introduce Hybrid/flexible Working?				
• Are you clear about which roles can/cannot be 'Hybrid'?				
• Do you know the costs of supporting employees working from home?				
• Can your business afford it?				
• Do your employees understand why some can/cannot be 'Hybrid'?				
• Will your commitment to Diversity, Equality and Inclusion be affected by Hybrid Working?				
• Do you need to complete an Equality Impact Assessment?				
• Do you have a communication strategy to support the changes in working?				
• Have you assessed what positive impact this change may make to meeting any low carbon objectives and communicated this?				

Employee Wellbeing and Health and Safety	No	Yes	D/K	N/A
<ul style="list-style-type: none"> Is your workplace COVID-Secure for employees who return to the office? 				
<ul style="list-style-type: none"> Do you have a wellbeing strategy and policy which reflects changes in working, both for those at home and those in the office? 				
<ul style="list-style-type: none"> Do you have a budget to support wellbeing initiatives? 				
<ul style="list-style-type: none"> What can you offer your employees if they are feeling isolated while working from home? 				
<ul style="list-style-type: none"> Do your employees know what they are entitled to when working at home? 				
<ul style="list-style-type: none"> Do you know your Health and Safety responsibilities for those working at home? 				
<ul style="list-style-type: none"> Have you sent your employees DSE Assessments to ensure they are safely working from home? 				
<ul style="list-style-type: none"> Are you able to provide different start times for employees who struggle getting into the office if they need to find a different way to avoid public transport? 				

Contracts and Procedures / IT Security and Systems	No	Yes	D/K	N/A
<ul style="list-style-type: none"> Do you know how Hybrid Working would look in your business? 				
<ul style="list-style-type: none"> Are you able to implement Hybrid Working permanently? 				
<ul style="list-style-type: none"> Have you a clear policy (and communicated it) on which roles can be considered for home/Hybrid Working? 				
<ul style="list-style-type: none"> Are you confident that you can justify different arrangements, particularly where what an employee wants does not meet the business needs? 				
<ul style="list-style-type: none"> Are you confident that you are complying with employment law? 				
<ul style="list-style-type: none"> Do you know if you need to/are able to issue new employee contracts to reflect the changes? 				
<ul style="list-style-type: none"> Have you reviewed and updated company policies and procedures? 				
<ul style="list-style-type: none"> How will you handle specific cases e.g., employees who have relocated abroad? 				
<ul style="list-style-type: none"> Have they been shared with your employees? 				
<ul style="list-style-type: none"> Have you carried out an IT security audit to protect your data for those working at home? 				
<ul style="list-style-type: none"> Do your IT Systems have the capability to secure and manage your data in the office and from home locations? 				
<ul style="list-style-type: none"> Does your HR System support administration and HR processes for remote and Hybrid Working? 				

Performance Management and Training	No	Yes	D/K	N/A
<ul style="list-style-type: none"> Are you carrying our training to “reboard” people who have been on long term furlough or working for home? 				
<ul style="list-style-type: none"> How will you measure employee performance if they are working from home all/most of the time? 				
<ul style="list-style-type: none"> How will you deal with poor employee performance when they are working from home? 				
<ul style="list-style-type: none"> How will you conduct 1-2-1s, appraisals, disciplinaries? 				
<ul style="list-style-type: none"> Are your managers ready and able to manage from a distance and/or a team of mixed working arrangements? 				
<ul style="list-style-type: none"> Have you discussed your expectations of managers and listened to their feedback? 				