

# Hybrid working – checklist of issues



## Business travel

- Will your approach to travel change, e.g. limiting the number of overseas trips per year and/or introducing more stringent criteria to justify overseas trips?
- What arrangements will you need to put in place for business travel in the post-Brexit world?



## Overseas working

- Will you allow employees to work remotely from another country and if so will you place limits (e.g. maximum number of weeks per year)?
- Have you considered the tax/payroll/immigration/employment/data implications of employees working abroad?
- How will you communicate the rules to employees and monitor compliance?



## Health and safety

- Is your health and safety Covid workplace risk assessment up to date? How are you consulting staff on it?
- Is each home environment suitable for long term hybrid working? What risk assessments need to be carried out on employees' home working arrangements? What additional steps will you take for those specifically requiring risk assessments or reasonable adjustments?
- Have you considered your approach to testing and vaccinations, e.g. will they be required or encouraged, will employees have paid time off to be vaccinated?



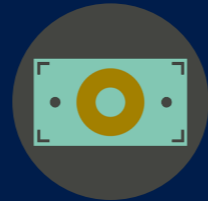
## Office attendance

- How will you ensure an even spread in the office across the working week and balance the split between teams and between senior/junior staff?
- Should there be a minimum attendance requirement? Will this differ according to role/seniority?
- Should employees be able to choose which days to attend the office or should there be set days in the office for each employee? Will these rotate so that different employees get to work together?
- At what point will a formal flexible working application be required?



## Whistleblowing/investigations

- Are managers trained and prepared to address any whistleblowing or health and safety complaints which might arise if any employees feel unsafe when they return?
- Do your whistleblowing/speak up and disciplinary and grievance policies and procedures need any changes to reflect the hybrid working environment, e.g. more flexibility in how you conduct investigations?



## Pay and benefits

- If employees move, would you consider changing pay to reflect working location? Will this impact your recruitment strategy?
- How will you respond to employees seeking assistance with increased bills at home?



## Reorganisation/redundancy

- Do any roles need to change to reflect hybrid working on a long term basis? Will there be any redundancies resulting from reduced numbers in the office?
- How will consultation be carried out effectively remotely?



## Monitoring and data protection, confidential information

- How will you record who was in the office and when (for test and trace)?
- Will there be any monitoring of employees whilst they are working remotely, e.g. monitoring software?
- Do you need to amend your privacy notice/data protection policy to reflect any new monitoring arrangements?
- How will you protect your confidential information when staff are working outside the office environment?



## Office environment

- Does the office space need to be re-configured, e.g. should desk space be reduced and collaboration spaces increased?
- How might you facilitate/encourage people to work in the office? What arrangements need to be made for booking space etc.?
- Will you need all your office space?



## Employee well-being

- How do you address blurring boundaries between home and office? Should there be set times when employees are expected to switch off or would employees prefer flexibility over how they work?
- Whether employees are at home or in the office how can you avoid "Zoom burnout"? Are meeting free days a good idea?
- How do you monitor employees' mental health?



## Day to day working

- How can hybrid meetings be made to work effectively so that those dialling in are as engaged and included as those in the room?
- How can line management, supervision and delegation be carried out efficiently remotely? Will you need to adapt your approach to performance management?
- Is there a need to oversee work allocation, to reduce the risk that employees who spend more time in the office will get better work (which may create issues under equality legislation)?
- How will you integrate new recruits?



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