

# Hybrid Work Model Participation Agreement

This Hybrid Work Model Participation Agreement ("Agreement") is entered into between the employee and the company, outlining roles, responsibilities, and terms related to participation in the hybrid work model.

## 1. Employee Information

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Position: \_\_\_\_\_

## 2. Work Schedule

- Remote Work Days: \_\_\_\_\_
- On-site Work Days: \_\_\_\_\_
- Standard Working Hours: \_\_\_\_\_

## 3. Expectations

- Adherence to company policies.
- Availability during standard working hours.
- Maintain productivity and performance standards.
- Ensure secure access to company data and resources.

## 4. Equipment and Resources

The company will provide the following equipment/resources for remote work (if applicable):

- \_\_\_\_\_
- \_\_\_\_\_

## 5. Confidentiality

The participant agrees to maintain confidentiality and protect company information in accordance with company policy.

## 6. Agreement Duration

This agreement is effective from: \_\_\_\_\_

to: \_\_\_\_\_

## 7. Amendments and Termination

This Agreement may be reviewed and amended or terminated at the discretion of the company, with prior notice to the employee.

Employee Signature

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Date

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Manager/Supervisor Signature

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Date