### 3 QUESTIONS & 10 CONVERSATIONS TO KICK START HYBRID WORKPLACE POLICY DEVELOPMENT

1. Is there leadership consensus of what constitutes a “hybrid workplace”?
2. Can we safely bring people back to the workplace?
3. What are our risks if we don’t develop a hybrid workplace policy?

### 10 CONVERSATION STARTERS TO INITIATE A HYBRID WORKFORCE POLICY

1. Who has the appropriate skill set, knowledge and dedicated time to serve as project coordinator to develop hybrid workplace policy and procedures?
2. What are the goals, motivations, pros and cons of having a hybrid workplace?
3. What departments need to collaborate to cultivate a robust plan and identify weaknesses and requirements?
4. Is it necessary to bring all employees back to a single worksite?
5. How will we incorporate feedback from workers about what they need into the policy and procedure development framework?
6. What hybrid workplace practices are already in place?
7. Do any current hybrid workplace practices conflict with existing policies?
8. Does the policy support guiding procedures for implementing, managing and participating in a hybrid workplace?
9. Are policies and procedures truly equitable, supporting inclusion and valuing diversity?
10. How frequently should the policies and procedures be reviewed to accommodate internal and external factors influencing the work environment?

Ensure your policy development committee is communicating clearly with a mutual understanding of hybrid workplace jargon. Alleviate confusion with the accompanying document, Guide to Deciphering New Terminology, along with webinars and other Hybrid Work Solutions at [gotriangle.org/hybrid](http://gotriangle.org/hybrid).

Be sure your policy development committee is communicating clearly with these handy Guide to Deciphering New Terminology.