



AVIA VERBA Hybrid Workplace Policy

Introduction:

AVIA VERBA recognizes the benefits of a hybrid workplace that offers flexibility, enhances productivity, and maintains a healthy work-life balance. This policy outlines our guidelines and expectations for employees in maintaining a harmonious and effective hybrid work arrangement.

Hybrid Work Arrangement:

AVIA VERBA's hybrid work model combines remote work and in-office presence to maximize productivity, collaboration, and employee well-being. This arrangement allows employees to work from both the office and their remote location, subject to specific terms and conditions.

Work Hours and Availability:

- **Core Hours:** While we encourage flexibility, employees are expected to be available during the core hours of [Core Hours Timezone]. These hours are essential for collaboration, meetings, and immediate responses.
- **Flexible Work Hours:** Employees can adjust their work hours within reason, ensuring they meet their weekly commitments, attend meetings, and maintain open communication with their teams.

Office Days:

- **Office Days:** Employees are required to be present in the office on designated office days. These days facilitate team collaboration, meetings, and engagement.
- **Remote Days:** On remote days, employees can work from a location of their choice. They are expected to maintain consistent communication and uphold their work responsibilities.

Communication and Collaboration:

- **Communication Tools:** Employees must utilize AVIA VERBA's approved communication tools for seamless collaboration, regardless of their location.
- **Meetings:** Meetings may be conducted in-person or virtually. When working remotely, employees are expected to join meetings promptly and actively participate.

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Work Environment:

- **Remote Workspace:** Employees are responsible for maintaining a suitable remote work environment that supports productivity, confidentiality, and professionalism.
- **Office Etiquette:** When in the office, employees must follow office guidelines, respect colleagues' space, and maintain a professional environment.

Performance and Accountability:

- **Performance Standards:** Performance expectations remain consistent, regardless of the work location. Employees are accountable for meeting their roles and responsibilities effectively.
- **Reporting and Updates:** Regular updates and progress reports ensure transparency and collaboration. Managers will maintain regular check-ins to provide guidance and address concerns.

Health and Safety:

- **In-Office Protocols:** AVIA VERBA will implement health and safety protocols in the office, ensuring a safe and comfortable working environment.
- **Well-being:** AVIA VERBA values employee well-being. We encourage employees to take breaks, manage workload, and communicate any concerns related to work arrangements.

Compliance:

- **Policy Adherence:** All employees are expected to adhere to this hybrid workplace policy and other relevant company policies.
- **Remote Work Agreement:** Employees will sign a remote work agreement outlining the terms and responsibilities of the hybrid work arrangement.

Conclusion:

AVIA VERBA's hybrid workplace policy is designed to empower employees with flexibility while maintaining a collaborative and productive work environment. By adhering to these guidelines, we create a work culture that fosters innovation, teamwork, and individual growth.

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