

A DEBRETT'S GUIDE TO THE ETIQUETTE OF HYBRID WORKING

IN PARTNERSHIP WITH



HYBRID WORK ETIQUETTE

- The shift to hybrid work was abrupt — we've not asked how our behaviour should change.
- Organisations need to think about making hybrid work feel more natural.
- Hybrid working is designed to exploit the best of the office and home.
- It frees employees from the routine working week, but maintains office life.
- But the new emphasis on working from home is here to stay, how should we behave?

TEN KEY TAKEAWAYS



Give a Royal wave: Instead of abruptly ending video calls, consider waving goodbye to colleagues.



Beware the danger of diversions: Avoid diversions such as domestic chores or trips to the fridge.



No meeting munchies: Try to avoid being seen eating — it's preferable to eat before your meeting.



Mute your work mates: Before a call, it's acceptable to ask colleagues to keep their voices down or to turn down music.



Eliminate virtual background clutter: Indulge in a little set dressing — avoid chaotic bookshelves, clothing and distracting artwork.



Say no to stoic sickness syndrome: Don't come into the office if you've got anything contagious — nobody will applaud this stoicism.



No meeting multitasking: It's inappropriate to check your phone or carry on working while in a video meeting.



Embrace long pauses: Don't be alarmed by long pauses and scramble to fill them; they give people space to interject.



Dress for success: Be aware of the psychological impact of letting yourself go — dress like you're in the room with meeting attendees.



Avoid video motion sickness: Stay seated for video calls — avoid carrying devices around or risk giving colleagues motion sickness.

WHAT CAN ORGANISATIONS DO?

- Delivering an equal experience can come down to providing staff with the right technology.
- Seek to understand how people like to work and collaborate, and the spaces they use — including their home office setup.
- This insight can tailor the equipment provided based on individual employee needs.
- This enables your people to look their best, be heard, feel included and avoid distraction, irrespective of where they're working from.

Learn how Poly can help you

Poly creates balanced and personal experiences for those inside and outside of the office with professional-grade audio and video solutions. We take a people-first approach to meeting equality, allowing employers and employees to be together, regardless of location.

DELIVER AN EQUAL WORKING EXPERIENCE

ACCESS THE DEBRETT'S ETIQUETTE OF HYBRID WORKING GUIDE

VIEW POLY SOLUTIONS FOR QUALITY OF EXPERIENCE