

This template is designed to help organizations create a clear, practical, and professional hot desking policy. Fill in the blanks where indicated and adapt the content to reflect your company’s unique culture, structure, and operational needs.

**Hot Desking Policy Template**

**1. Purpose**

This Hot Desking Policy is designed to outline the principles and procedures governing the use of shared desk spaces across [Company Name] offices. Our aim is to promote flexible working practices while improving office space utilization and fostering a collaborative environment. A structured hot desking system allows us to reduce the number of unoccupied desks, encourage a more dynamic workplace, and improve the overall employee experience.

**2. Scope**

This policy applies to all [Company Name] employees, contractors, consultants, and temporary staff who work from any of our office locations, whether on a full-time, part-time, or rotating basis. It applies equally to teams using shared desks, unassigned desks, or permanent workspaces within a hot desking environment.

**3. Guidelines for Booking Desks**

Employees must book a desk in advance using the approved desk reservation system (e.g., elia). Desk bookings operate on a first come, first served basis unless otherwise determined by departmental needs or shift rotations. In cases of recurring requirements, pre-approval from a manager may be required. Employees are expected to cancel bookings they do not intend to use, in order to make desk space available to colleagues.

**4. Hot Desk Etiquette and Personal Items**

Employees must leave their desks clean and free of personal items at the end of each use. To maintain a professional and shared environment:

* Personalization (e.g., photos or decor) is not allowed.
* Confidential documents must be stored securely.
* Calls of a private or sensitive nature should be taken in designated areas.

**5. Employee Responsibilities**

Employees are expected to:

* Book desks using the approved reservation system.
* Cancel unused bookings to free up space for others.
* Use lockers for personal storage and avoid leaving items at desks.
* Follow health and hygiene protocols.
* Report any issues with desks, equipment, or facilities promptly.
* Be punctual, considerate, and accountable in shared spaces.

**6. Company Support and Office Manager Roles**

The Office Manager and HR team are responsible for overseeing the availability, condition, and allocation of hot desks across office locations. They are also tasked with monitoring usage trends and adapting the policy to meet evolving business and employee needs. Company leadership is committed to providing the necessary tools, resources, and support to ensure successful implementation of the hot desking system.

**7. Meeting Rooms and Confidential Calls**

Meeting rooms must be reserved in advance using the company’s booking system. Users are required to start and finish meetings on time to avoid disrupting subsequent bookings. For confidential conversations, employees should use designated phone booths or private areas specifically designed for this purpose.

**8. Safety and Hygiene Protocols**

To support a safe and healthy working environment, sanitation stations are available throughout the office. Employees are expected to clean their desk and equipment before and after use with the provided disinfectant wipes. The office is regularly cleaned by professional staff in accordance with health and safety standards. Employees should refrain from coming to the office if they are feeling unwell or experiencing symptoms of illness.

**9. Personal Lockers and Storage**

Personal lockers are available for the secure storage of personal belongings and work-related materials. Employees are encouraged to use lockers daily and must clear them at the end of each day unless they have received approval for extended storage. Valuables should not be left in lockers overnight.

**10. IT and Technical Support**

Each workstation includes standard equipment:

* Monitor
* Docking station
* Keyboard and mouse

Employees should bring their own laptops and ensure all necessary software is installed. Any issues must be reported to IT through the help desk. The IT team will perform regular checks and maintenance.

**11. Feedback and Continuous Improvement**

[Company Name] values employee feedback and uses it to continually improve hot desking practices. Employees are encouraged to share comments or suggestions with the HR or office management team. Periodic surveys may be conducted to evaluate satisfaction, identify bottlenecks, and guide future adjustments to this policy.

**Acknowledgement**
By utilizing a hot desk or shared workspace, employees agree to adhere to the guidelines set out in this policy.

For any questions, please contact [insert Office Manager or HR email].