

Policy title	Policy for Reimbursement of Furniture and Wifi Charges to Out-stationed Sales Employees
Effective date	June 2024
Initiated by	HR
Authorized by	Chairman and Managing Director

**1. Introduction:** This policy outlines the guidelines and procedures for reimbursing office furniture expenses and monthly Wi-fi charges for outstation ( outside Vizag location) sales employees of SNF India. The primary aim of this policy is to ensure that outstation sales employees have the facilities required to effectively work from home.

**2. Eligibility Criteria:**

- Only outstation sales employees who have completed a minimum of two years of continuous service with SNF India are eligible for reimbursement under this policy.

**3. Furniture Reimbursement:**

- Employees are eligible for furniture reimbursement once every three years, starting from the completion of their Second year of service.

Executive and Above	Rs.25,000/-
Sr. Manager and above	Rs.50,000/-

**4. Wifi Reimbursement:**

- Employees are eligible for monthly reimbursement of wifi charges to facilitate remote work.
- The maximum monthly reimbursement for wifi charges is seven hundred rupees (INR 700).
- Wifi reimbursement will be provided on a monthly basis, subject to the submission of valid invoices or bills.
- Sales employees are recommended to consult Vizag IT department for Wi-Fi requirements/ configuration

**5. Procedures for Reimbursement:**

- To claim furniture reimbursement, eligible employees must submit a reimbursement request along with valid invoices or bills for the furniture purchased. The request should be forwarded to the HR department for processing.
- The HR department will verify the eligibility and authenticity of the expenses incurred before approving the reimbursement.
- Upon approval, the reimbursement amount will be processed and disbursed to the employee through the designated payment method.
- For wifi reimbursement, eligible employees must submit to HR and IT department and obtain one-time approval with valid invoices or bills for the Wifi setup
- Upon approval, employees can start claiming Wi-fi charges, as per the limit, every month along with valid invoices or bills along with their monthly travel reimbursements.

**6. Compliance and Monitoring:**

- Compliance with this policy is mandatory for all eligible employees.
- The HR department will monitor the implementation of this policy and address any issues or concerns raised by employees.
- Any misuse or violation of this policy will be subject to disciplinary action in accordance with the company's policies and procedures.
- Policy is applicable to the location where SNF office is not available.

**7. Amendments to the Policy:**

- SNF India reserves the right to amend or modify this policy at any time as deemed necessary. Any changes to the policy will be communicated to all employees in a timely manner.

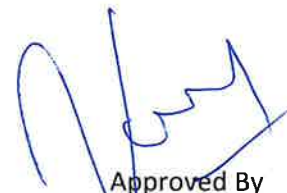
**8. Renewal:**

- This policy is renewable once in three years.
- Employees will have no option of returning any assets purchased under this scheme to the company.
- In case the employee leaves the organisation before completing the specified period of three years, assisted amount to be refunded as follows: 1<sup>st</sup> year 100%, 2<sup>nd</sup> year 50% and 3<sup>rd</sup> year 25% of amount to be refunded to company.

**Conclusion:** This policy aims to support outstation sales employees of SNF India by providing reimbursement for furniture expenses and monthly wifi charges to ensure that outstation sales employees have the facilities required to effectively work from home.

Anita Sahu

Prepared By  
HR Department



Approved By  
Chairman and Managing Director

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*Above approved policy to be circulated to **Out-stationed Sales Employees** employees of SNF India Pvt Ltd.  
Furnishing assistance can be amended as per discretion of Chairman and Managing Director*

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