

Home-office Setup

Home Office Setup

At Conrad Labs, we understand the importance of providing a comfortable and efficient work environment for our employees, even when they work from home. To support this, we offer a Home Office Setup policy that covers the basic essentials required for a productive remote work setting. This document is governed by the framework outlined in [Appendix A](#).

Eligibility

Permanent Confirmed Employees - Once during their tenure with the company.

Home Office Essentials

This policy encompasses the provision of the below-mentioned provided it does not exceed the reimbursement amount:

1. Work desk,
2. Ergonomic chair,
3. An additional screen,
4. A pair of headset,
5. And any necessary cabling.

Reimbursement Amount

The company will reimburse eligible employees up to PKR 110,000 for their home office setup expenses after they have successfully completed their probationary period. The receipts of the purchase will need to be submitted for reimbursement.

Probationary Equipment Purchase

If an employee chooses to purchase home office equipment during their probationary period but fails to clear the probationary requirements, the company will not be liable for any expenses incurred. It is essential to complete the probation to be eligible for reimbursement successfully.

Maintenance and Repairs

The home office setup is a courtesy extended to employees. The setup is the employees property and they are responsible for repairs and maintenance.

Important Note

- This is a one-time facility provided once during the employment tenure.
- The reimbursement amount is subject to potential revisions for various reasons, and any changes will be communicated in advance. These changes will take effect from the date of implementation unless an alternative date is specified, and they will apply exclusively to employees who have not yet availed themselves of the facility.