

# Web Development **with Care**

## Hardware Provision Policy

**At Sloboda Studio, we're committed to equipping you with the tools you need to succeed. That's why we've established a straightforward policy to provide you with the necessary hardware for your professional tasks, whether it's for daily operations or innovative projects.**

### **Who's Eligible?**

Full-time employees that cooperate with the Company on a freelance or in-house basis.

### **Option 1**

You can use your personal device.

Amortization will be added on a monthly basis to your compensation.

- For non production specialists amount of **1000\$** divided for 3 years.
- For roles directly involved in the development process, a budget of **\$1,500** is allocated per person for hardware, to be utilized over a three-year period.

### **Option 2**

If you are unable to use your own device and would like to request corporate hardware.

In such case

1. Please contact your HR;
2. HR will check availability of hardware;
3. In case hardware is available, please sign agreement about use of corporate hardware ([link to its template](#));
4. Share you delivery address.

### **Option 3**

If you are unable to use your own device and there is no available corporate hardware.

OR

If you are unable to use your current own device and want to buy a new one.

Company can help you buy hardware.

## **Important**

- You must work in the Company for 1 month at least
- Costs of hardware should not exceed 50% of your monthly compensation.

## **Process**

1. Reach out to HR and communicate your desire to choose option 3 and mention your justification.
2. Choose hardware, desired installment plan and share details with HR.
3. HR gets approval from CEO
4. The cost of the hardware will be deducted from your monthly salary in fixed installments, dependent on the length of your cooperation. The deduction will continue each month in US dollars until the full payment is complete.
5. The employee is required to formally acknowledge receipt of a company loan by signing a document. This document serves as confirmation of the employee's commitment to fulfilling their loan payment obligations.
6. Until the hardware is fully paid for, it remains the property of the company. The employee is responsible for the proper use and maintenance of the equipment in accordance with company policies.

## **Remember!**

**If none of the available options meets your needs, please remember that each situation is unique. We encourage you to contact HR to discuss your specific circumstances and explore further assistance.**