

**Dear Kites,**

**This is to keep you informed about the Work from Home policy, the purpose of this email is to give you more clarity on the process.**

**Work from Home policy includes:**

- Internet and land line, Mobile Bill, Virtual Number (for Sales) Bill Reimbursement.
- Laptop/Desktop purchase
- IT accessories e.g. monitor, headphones, mouse and Keyboard, digital headphones, digital boards (for trainers), UPS, Scanner, Printer, Internet Dongle (Router), Webcam
- Office Chairs/Tables / Books
- Krisp, ChatGPT, LinkedIn Subscription, Signal Hire, Co-Pilot, Antivirus
- Mobile Handset

**Following are the conditions:**

- Every employee will get the WFH Infra balance worth INR 4000 at the end of every month.
- You will be able to view your WFH account with available WFH Credit Balance (if any).
- Kites in PIP, Maternity or extended leave - 30 days (including weekends and holidays) are excluded from the WFH entitlement during this period.
- The policy does not apply during PIP or resignation. (No balance for the entire month will be credited, regardless of when the employee was placed on PIP or resigned.)
- Employees are required to upload bills for mobile, internet, and any subscriptions (e.g., Krisp, Signal Hire) covered under this policy on a monthly basis. Payments

must be made using the employee's personal card, and the amount will be reimbursed accordingly.

- **New!** To avoid discrepancies in the future, please ensure that all future claims adhere to the following guidelines:
  - **Consistent Contact Number:** Please ensure that only one fixed contact number is used for all future reimbursements.
  - **Guideline:**

**Internet Charges Only:** Please ensure that only internet service charges are submitted, as TV or additional services are not covered.

**Submission Timeline:** Original bills must be submitted for all reimbursements and only bills up to 2 months old are eligible for submission. For example, in October 2024, bills from August 2024 or September 2024 will be reimbursed.

- **New!** Capping for Mobile and Internet Bill Reimbursement:
  - Mobile Bills (Non-Sales): INR 700
  - Mobile Bill (India Sales): INR 2000
  - Internet (India-Based, including Sales): INR 1500
  - Internet (Overseas, including Sales): USD 55
  - Mobile Bill for Overseas Sales: USD 60
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- Laptop, Krisp, Pentab (for Trainers), Chat GPT, Portable screen, Headphones, Mobile and Virtual number (for Sales) bill reimbursements can be availed even with negative balance.
  - If you have an existing official number, it will remain registered under Koenig's name. New Joiners will have to purchase their own SIM cards.
  - For products purchased and provided by Koenig, the value considered will be without GST and deduction will be on actual cost incurred instead of the budgetary price shown on the WFH panel.

- **New!** At the time of F&F, any **positive balance will be adjusted**, while any **negative balance in WFH assets will be recovered** as applicable.
- The date and tenure of the asset recovery will be visible in your WFH Infra section on ESS against the asset which will be calculated from the date of delivery.
- The maximum allowed negative balance for all employees is INR 65,000.
- Upper limit to request a book is 2K. link of the book can be added in the WFH panel with Manager approval.
- Same category product cannot be availed within 1 year of the delivery date of the product.
- Mobile handset & Mobile bill reimbursement will only be applicable to limited departments based upon their profile.
- Please note that the terms and conditions outlined in your appointment letter will take precedence and be prioritized over this policy.
- Once the order is placed it cannot be cancelled.
- The WFH balance will be carried forward to the next year.
- A positive balance will not be encashed during the FNF calculation.
- Co-working Reimbursement has been removed from the policy.