

Document #: 10.1.2023 Revision #: N/A Date: N/A	Water.org	Author: Leslie Walsh Approved by: Human Resources
Title: Global Remote Work   Stipends for Office Supplies		



## **Title: Global Remote Work | Stipends for Office Supplies Policy**

### **Purpose**

The purpose of this policy is to equip employees with resources to conduct business for Water.org while controlling costs. Questions concerning interpretation of this policy should be addressed to the Human Resources department.

### **Scope**

This is an annual policy that applies to all Water.org employees receiving a regular paycheck. The policy varies based on geographical work location. Any extenuating circumstances will be reviewed on a case-by-case basis.

- US Employees
- International Employees

### **Policy**

**US Employees** – US employees will be paid a gross-up stipend of \$300 in October and a gross-up stipend of \$300 in April. This stipend is to cover miscellaneous office supplies like pens, paper, printer ink, folders, home office furniture like a desk or chair, home internet/data plans and or cell phone costs. To be eligible for the stipend, employees must be hired by October 1 and April 1 for the respective payment to be processed on the second paycheck of the month.

**Cell Phones:** With the roll-out of the new Remote Work Stipend Policy in October 2022, the former US Cell Phone Reimbursement policy was sunset. Therefore, domestic mobile phone and data expenses are not eligible for expense reimbursement.

Cell phone reimbursement for international travel is administered under the US T&E Policy. Water.org will provide cell phone reimbursement to employees traveling on behalf of Water.org, and leaving their country of residence, for the month in which they are traveling.

There are two options for reimbursement:

1. Purchase an international plan through a carrier
2. Purchase a local sim card upon arrival in country

If one of the two options has been purchased, and the traveling employee still incurs roaming charges, then the employee must provide their full cell phone bill to substantiate the reimbursement of the roaming charges.

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**Technology:** For technology hardware accessories and peripherals, US employees have access to Amazon Business to purchase necessary equipment.

*Step 1: Access Amazon Business*

Click on [this Amazon Business link](#) and login using your @water.org email. Once your @water.org email is entered, you will be redirected to Microsoft SSO to complete the login.

*Step 2: Shop*

In the top right corner, we have a dedicated shopping list ready with commonly purchased items for Water.org employees. In that list, *Shop our IT hub*, you can find all accessories such as monitors, mice, keyboards, cables, etc. If what you need is not found in this list or you have a preferred brand/product, you may shop outside of the list, but it needs to be below the allotted limit. **The limit will be \$250 every 6 months**, with a limit reset in October and April. Once you have found your desired product, add to your cart and proceed with the checkout flow.

*Step 3: Checkout - Business Order Information*

If you have a PO number or comments, leave the details here and click continue. \*\*You will see a message saying that your order requires approval. All orders/purchases must be approved by Technology and your respective manager, if needed. Continue with the checkout flow and remaining steps.

*Step 4: Checkout - Shipping Address*

Enter the shipping address for your delivery. If working remote, you may enter your remote office shipping address, a Water.org office or any secure pickup/delivery location.

*Step 5: Checkout - Payment*

At the payment step, keep the pre-selected Pay By Invoice. This will send an invoice to your manager for approval.

*Step 6: Checkout - Review and Submit*

Review the information entered above, if correct, submit for approval.

*Step 7: Submission & Approval Notification*

Once you submit, you will receive an email notifying you of your business order. Once approved, you will receive another email with information regarding your delivery date,

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etc. If there are questions or issues, you will receive communication from the Technology department to determine what is needed.

**International Employees**– International employees will be paid a gross-up stipend, in their respective local currencies of approximately USD \$150 in October and a gross-up stipend of approximately USD \$150 in April. This stipend is to cover miscellaneous office supplies like pens, paper, printer ink, folders, home office furniture like a desk or chair, home internet/data plans.

Statutory cell phone and data allowances are within total remuneration packages as a fixed cash allowance.

The following is the current standard practice for each country office:

- **Bangladesh** – BDT 5,000/month
- **India** – INR 2,000/month
- **Indonesia** –INR 257,500/month
- **Kenya**- Everyone hired after 1/1/22, will be granted an allowance of 5,000 KES/month
- **Philippines** – PHP 1200/month, unless contract says otherwise
- **Peru** – PEN 120/month

**Technology**: For technology hardware accessories and peripherals, international employees please contact [help@water.org](mailto:help@water.org). The Technology Team help desk will assist with purchasing and acquiring any technology accessories or peripherals.

## **Governance**

The Human Resources Director is responsible for administering, reviewing, and making recommendations for updates or changes to this policy. The Human Resources Director will review this policy periodically to ensure that the policy remains relevant, competitive, and in alignment with business needs.