

October 2025

Global Remote Work | Global Remote Work Stipend & Technology Allowance

POLICY OWNER:	Human Resources
POLICY APPROVED BY:	Chief Human Resources Officer (CHRO), Human Resources
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Policy Contents

- I. [Policy Overview](#)
- II. [Policy](#)
- III. [Approval and Responsibilities](#)
- IV. [Additional Resources](#)
- V. [Appendices](#)

I. Policy Overview

Policy Statement

The purpose of this policy is to ensure all Water.org employees have access to essential office supplies and technology accessories required for effective remote work. It applies to all employees receiving a regular paycheck, with stipends and procurement procedures tailored to geographic location. The objective is to support productivity while maintaining cost control and consistency in resource allocation across the organization.

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.

Applicability

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

Governance

The Human Resources Department is the owner of this policy and is responsible for administering, reviewing, and making recommendations for updates or changes to this policy in alignment with business needs.

Violations

It is the expectation of Water.org that direct supervisors proactively manage their direct reports' compliance with this Policy. Non-compliance, from an employee or a direct supervisor, may result in progressive disciplinary actions consistent with the organization's established HR procedures.

II. Policy

1. Remote Stipend - 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.

1.1 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.

2. Remote Stipend - 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.

2.1 Cell Phones: 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, unless contract says otherwise:

- Bangladesh – BDT 5,000/month
- Brazil – BRL 190/month
- Cambodia – USD 35/month
- India – INR 2,000/month
- Indonesia –INR 257,500/month
- Kenya- KES 5,000/month
- Mexico – MXN 650/month
- Philippines – PHP 1200/month
- Peru – PEN 120/month

3. Technology Allowance - All Employees

All employees are eligible for an annual technology allowance of \$250, resetting Oct. 1, to support the purchase of hardware accessories and peripherals. This allowance is intended to provide employees with the same tools and accessories that were available in the office environment, such as monitors, keyboards, mice, and other standard peripherals.

Note: Items such as printers, ink, tablets, battery backups, Wi-Fi extenders, and similar accessories should be purchased using your Work from Home (WFH) stipend, not the technology allowance.

All purchases made under the technology allowance must be submitted through the Help Desk for approval. Please email your request to help@water.org.

3.1 Procurement Support:

With the launch of GroWrk, Water.org and the Technology team will coordinate and manage the procurement of accessories for employees across all countries. Submit a Help Desk ticket to request the item or accessory you need.

If GroWrk does not offer the required accessory or peripheral, procurement will follow alternative procedures:

- U.S.-based employees: Amazon Business purchased by Technology
- International employees: Country-specific expense procedures

3.2 Technology Accessories and Peripherals Specifications:

All technology purchases must adhere to the following guidelines:

- Price ceilings must include all applicable taxes, delivery fees, and finance charges.
- Useful life criteria must be followed for each item.

If you believe your situation warrants an exception, please submit an appeal via help@water.org.

3.2.1 Docking Station:

- Brand: Docking station brand matched with your laptop
- Charging: Must be able to charge laptop if plugged in
- Price Ceiling: \$250 USD
- Useful Life: ~5 years

3.2.2 Monitor:

- Screen Size: 20" minimum - 27" maximum
- Price Ceiling: \$250 USD
- Useful Life: 10 years
- Limit of external monitors: 2 monitors per individual

3.2.3 Headset and Microphone

- Compatibility: Multi-platform (PC, Mac, & mobile devices)
- Price Ceiling: \$200 USD
- Useful Life: 2-3 years

3.2.4 Laptop Bag

- Size: Laptops are typically 13.5" or 15.6"
- Price Ceiling: \$80
- Useful Life: 3 years

3.2.5 Keyboard and Mice

- Price Ceiling: \$100
- Useful Life: 2 years

3.2.6 Web cameras, USB hubs, display adapters, etc.

- Price Ceiling: \$100
- Useful Life: 3 years

3.2.7 Other items deemed necessary for daily work

Examples: Keyboard covers, camera covers, travel plug adapters, 'can of air' to clean the keyboard, and/or surge protectors or power strips.

- Price Ceiling: upon approval of help@water.org
- Useful Life: upon recommendation of help@water.org

3.3 Technology Allowance - Non-Permitted Purchases:

- Chairs, desks, and footrest
- Inks, toners, paper, whiteboards, chalkboards, markers, and chalk
- Gift cards
- Desk lamps, label makers, desk organizers
- Portable chargers, external hard drives
- Paper shredders
- Apple Air tag
- Printers

III. Approval and Responsibility

Technology Approval and Responsibilities

The Technology team is responsible for the review, approval, and overall management of the procurement and shipping of accessories and peripherals for all Water.org employees. To ensure responsible use of organizational resources, the Technology team reserves the right to decline requests that are deemed excessive or not aligned with business needs. The purpose of the technology allowance is to support essential tools required for effective job performance.

Human Resources Responsibilities

Human Resources will manage the payment of stipend per the assigned payment schedule.

IV. Additional Resources

Contact for Support

For questions regarding the payment of your bi-annual WFH stipend attached to your paycheck, please contact HR@water.org.

For questions or to request the procurement of technology accessories and peripherals, please contact help@water.org.

Related Policies

Specify procedures that support this policy, as well as other related policies.