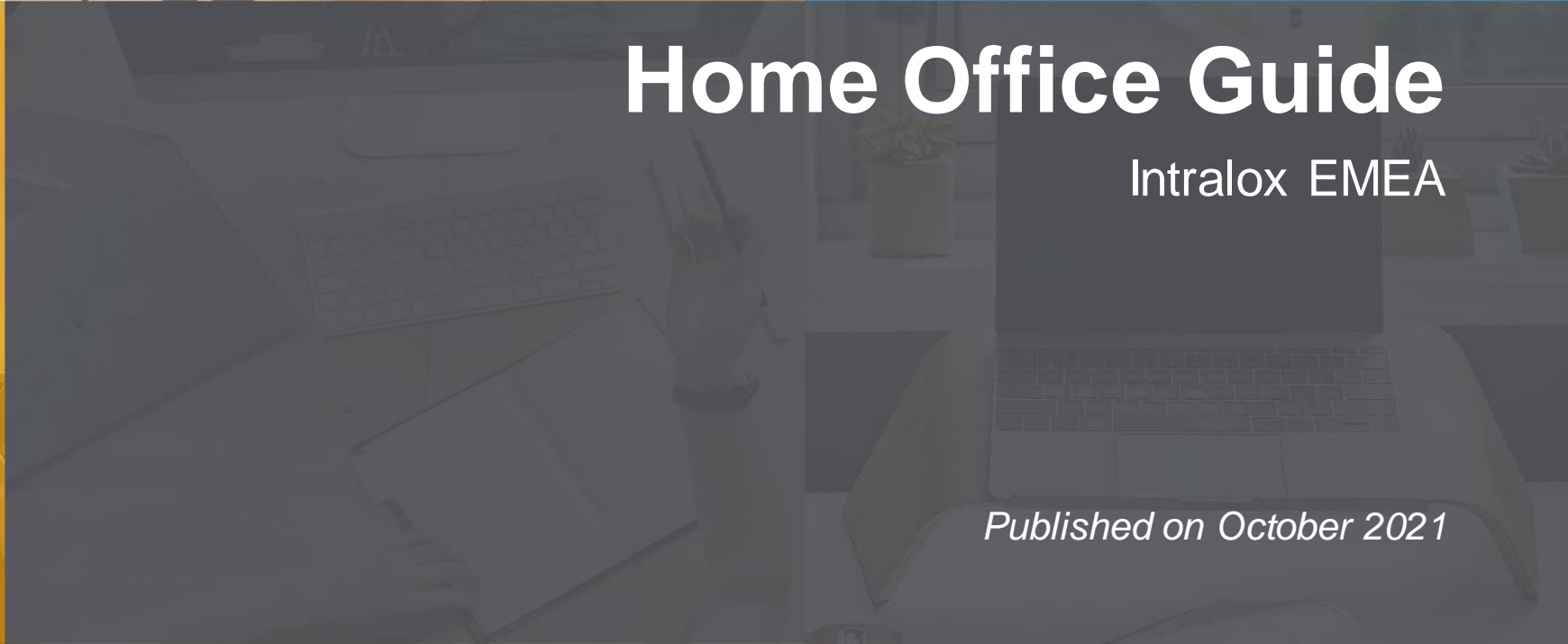




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# Home Office Guide

Intralox EMEA

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# Home Office Set Up Budget

The idea of the workplace no longer relates to just a physical space. It's a set of values that bond our people with each other and with our customers. To help achieve this Intralox wishes to invest in the home office furniture you need to optimize productivity at home to the same degree as in the office.

## Learn

Complete the digital course on Elevate *'Setting up your workplace in an ergonomically-friendly way'*. Take the steps that are explained to learn how to set up a well-equipped workplace with the optimal working posture.

We also recommend to complete the digital course on Elevate *'Working from Home (Working Remotely)'* to learn about productivity tools.



Search the name of the digital training on the Content Library in [Elevate](#).



Need more support? Reach out to our Ergo Coaches on [ERGO\\_Office\\_Team@Intralox.com](mailto:ERGO_Office_Team@Intralox.com).

## Purchase

You have an **one-time budget of € 850** to purchase home office furniture such as a **desk, chair, lighting/lamp, laptop-stand or sit-stand desk converter** that fits in your own living place. Only purchase items you need as you will own them.

If you have moved or would like to replace your home office furniture for any other reason but already used up your budget, you cannot reimburse costs.



**Eligibility:** All employees who alternate working from home with working in the office, and those working fully from home are eligible for the home office set up budget. It does not apply for those working from home on an ad-hoc basis.

**Repay:** Employees who voluntarily resign within their first year of service will have to repay the budget amount used.

## Reimburse

The maximum reimbursable amount is € 850 in total. You are self-managed and responsible for not exceeding expense costs above this amount.

When submitting your expenses in i-expense or expense report, please use the **"COVID work-from-home set-up"** as expense type.

**Hardware:** IT-related hardware or software are not included in the budget. These items should always be ordered via our IT ServiceHub

**EMEA countries:** If your local currency is not euros, convert the budget amount to the local currency and set this as the maximum reimbursable amount.