

Working from home equipment policy

NB: These policy templates are provided as general examples for informational purposes only. We're not lawyers, and nothing in these documents should be taken as legal advice. The templates were created in 2025 and may not reflect future legal changes. Employment laws vary by country, state, and even city, so always check current regulations and consult professional legal or HR advisors before implementing any policies in your organization.

Overview:

This document outlines the guidelines for ordering and expensing work-from-home (WFH) equipment for employees. The objective is to ensure that employees have the necessary tools to maintain productivity and ergonomics in a remote work environment while managing expenses effectively.

All expenses related to WFH equipment must be approved by the People Team:

- Name 1
- Name 2
- Name 3

Remote Workers: Each remote team member will receive on their start date, our standard kit: MacBook + charger, Monitor, Wireless Keyboard & Mouse, USB splitter & HDMI cable, Laptop Stand

For **hybrid team members** who navigate between office and home, you have the option to request an additional kit to enhance your home setup.

Reasonable changes to the kit can be made to adjust to the setup of the team member (i.e. not requiring a monitor).

Standard equipment

The following items are eligible for ordering under this policy:

Item	Standard selection	Link	Budget
E.g. Monitor	E.g. Usually a 24inch monitor. KOORUI 24 Inch FHD Monitor, IPS Computer Monitors, 75Hz, 5ms, 16:9 Full HD (1920 x 1080)	E.g. https://www.amazon.co.uk/dp/B0B5TRM37Z?_encoding=UTF8&psc=1&ref_=cm_sw_r_cp_ud_dp_1T2W6YW3WZCVPJ7BE48M_1	E.g. Under £100

Price guidelines:

Equipment prices should align with selected models or not exceed the same price. For instance, monitors should be selected at a cost below £100, unless otherwise approved.

Approval process

All expenses related to WFH equipment must be approved by the People Team.

For approval, please contact [insert name].

US employees

For employees residing in the US, the company will purchase the approved equipment and arrange for delivery to the employee's designated address.

We will need your address and phone number for the delivery.

Outside US

For employees residing outside the US, they are responsible for purchasing the approved equipment themselves.

Expenses incurred can be claimed and reimbursed through [insert expense management software]. Be sure to retain receipts and submit expense reports promptly.

Additional kit

If you believe a different piece of equipment will contribute to your well-being and productivity while working remotely, please reach out to the People team to discuss options.

Please reach out if the equipment is for medical or other physical conditions (i.e., ergonomic mouse).

Example equipment: portable screens, bigger monitor for home setup.

Process:

1. Reach out to [People team name] with the specific request, product link, and cost details.
2. If approved, purchase on your private card (NOT the company card). Only purchase the item once approval has been confirmed to you.
3. Submit Receipt: After your purchase, submit a clear receipt along with the name and description of the item.

Reimbursement: Once your claim is approved, you will be reimbursed up to the allocated budget. If the receipt is higher than the approved budget (ie £100), only the approved budget will be reimbursed.

Leavers and notice period

This policy does not apply to employees on their notice period. In the event of termination, if the additional kit item can be used internally, this will be part of the kit return process.

If the additional item cannot be used internally, in the event that the employee leaves the company within 12 months of the expense, the cost will be deducted from the final payslip. After 1 year has passed, the additional kit item will be the employee's property.

Office chair expense policy

Maximum allowance: The company will reimburse up to £100 – employees can purchase themselves (and can choose what they want) but need to expense and submit receipt via [insert expense management software]. If you need [insert expense management software] access, please speak to [insert name].

Process:

1. Reach out to [People team name] with the specific request, product link, and cost details.
2. If approved, purchase on your private card (NOT the company card). Only purchase the item once approval has been confirmed to you.
3. Submit Receipt: After your purchase, submit a clear receipt along with the name and description of the item via [insert expense management software].

Reimbursement: Once your claim is approved, you will be reimbursed up to the allocated budget. If the receipt is higher than the approved budget (ie £100), only the approved budget will be reimbursed.

Repayment on early departure:

In the event that the employee leaves the company within 12 months of the chair expense, the cost will be deducted from the final payslip.

Returning equipment upon departure

In the event that an employee leaves, whether voluntarily or involuntarily, all company-provided WFH equipment must be returned promptly. This includes monitors, mice, keyboards, laptop stands, or any other items provided under this policy.

Departing employees should contact the People Team to coordinate the return process. Failure to return company equipment may result in associated costs being deducted from final payments or other appropriate actions. Ensuring the return of equipment helps maintain efficient asset management and ensures that resources are available for other employees as needed.