

Home Office Setup Furniture Policy

To facilitate a supportive and efficient home office environment for employees, HIREFLEX247 INDIA PVT LTD establishes this policy for the purchase of home office furniture. This policy ensures that expenditures are within budget, appropriately documented, and in compliance with tax requirements.

This policy applies to all employees of HIREFLEX247 INDIA PVT LTD who are authorized to purchase home office furniture for remote work setups.

Budget and Purchase Requirements:

Budget Limit: All furniture purchases for home office setups must not exceed a total of INR 15,000 per employee. This limit is set to ensure cost-effectiveness while allowing for a functional and comfortable home office setup.

Purchase Approval: Employees must seek pre-approval for their home office furniture purchases by submitting a proposal to the designated approval authority within the company. The proposal should include detailed information about the items to be purchased, including cost estimates.

Receipt Submission: Upon purchase, employees must submit all receipts and proof of payment to the Finance Department for reimbursement. Only purchases with a valid receipt will be considered for reimbursement.

Billing Information: When making purchases, employees are required to ensure that the billing is done under the company's name with the following billing address and GST number:

**HIREFLEX247 INDIA PVT LTD
NO.3156, SS BUSINESS CENTRE, SECOND FLOOR
ANJANDARI ROAD, NEAR CANARA BANK
VIJAYANAGAR 4TH STAGE 2ND PHASE, MYSURU - NA
BELAVADI, KARNATAKA, MYSORE, 570018
GSTIN: 29AAFCH8420D1ZO**

The inclusion of the GST number is mandatory for all purchases. Failure to include the GST number and correct billing address will result in the non-reimbursement of the expenses.

Reimbursement Process:

Documentation: Employees are required to submit all necessary documentation, including receipts and a completed reimbursement form, within 30 days of purchase.

Verification: The Finance Department will verify the documentation for compliance with the policy requirements. Any discrepancies or missing information may delay or void the reimbursement process.

Reimbursement: Approved reimbursements will be processed and credited to the employee's designated bank account within a specified timeframe after submission of all required documentation.

Policy Compliance:

Compliance with this policy is mandatory for all employees seeking reimbursement for home office furniture purchases. Failure to adhere to any aspect of this policy may result in denial of reimbursement and could lead to disciplinary action.

Policy Review and Modification:

This policy is subject to review and modification at the discretion of HIREFLEX247 INDIA PVT LTD. Any changes to the policy will be communicated to all employees in a timely manner.

Any questions please reach out to HR@hireflex247.com