

Internet Bill Allowance Policy

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At Hireflex247 India Pvt Ltd, we recognize the importance of a reliable and high-speed internet connection for our employees who work remotely. To support our employees in maintaining a productive work environment, we offer an Internet Bill Allowance Policy. This policy allows eligible employees to claim a reimbursement of 50% of their monthly internet bill, subject to certain conditions.

Eligibility:

All regular full-time employees of Hireflex247 India Pvt Ltd are eligible to participate in the Internet Bill Allowance Policy. To be eligible for reimbursement, employees must meet the following criteria:

Connection must be at your Home address strictly: The internet connection for which the reimbursement is being claimed must be registered under the employee's residential address. Connections at other locations, such as secondary residences or offices, are not eligible for reimbursement.

Minimum 100 MBPS Home Broadband Connection: The employee must have a minimum home broadband connection speed of 100 Megabits per second (MBPS). Slower connections, mobile data plans, or other forms of internet access are not eligible for reimbursement under this policy.

Connection from a Reputed Company: The internet service provider from whom the connection is obtained must be a reputed company, recognized for its reliable and quality internet services.

Reimbursement Process:

Employees who meet the eligibility criteria can submit their internet bill reimbursement claims on a monthly basis. The following process must be followed:

Email your Bills to: accounts@hireflex247.com

Retain and Submit Monthly Bills: Employees should retain their monthly internet bills as proof of payment and usage. Only original or electronic copies of bills will be accepted.

Claim Submission: Employees should submit their reimbursement claims through the designated platform or process specified by the HR department. Claims should include the employee's name, employee ID, billing period, and the total amount paid for the internet bill.

Approval and Reimbursement: Once the claim is received, it will be reviewed and approved by the HR department. Approved claims will be reimbursed at a rate of 50% of the total amount paid for the internet bill, up to a maximum limit specified by the company.

Policy Compliance:

Employees are expected to comply with the following guidelines regarding the Internet Bill Allowance Policy:

Accurate Information: Employees must provide accurate and up-to-date information when submitting their reimbursement claims. Any falsification of information may result in the denial of reimbursement and disciplinary action.

Usage for Work Purposes: The internet connection for which reimbursement is claimed should primarily be used for official work-related activities. Personal or non-work-related usage should be minimal.

Policy Changes: Hireflex247 India Pvt Ltd reserves the right to modify or terminate this policy at any time without prior notice. Any changes will be communicated to employees through official channels.

If you have any questions or require further clarification regarding the Internet Bill Allowance Policy, please reach out to the HR department.