Equipment Policy

Work from home is here to stay, and once the pandemic is over, we will still split our presence in our homes and office. This means that each of us will spend a couple of days every week working from home.

It is key that you will have a good working environment ensuring you are comfortable. The purpose of this policy is to cover all the questions regarding equipment.

**Company’s Equipment**

* The Company wishes to provide you the following items for your work from home if needed: screen, keyboard, mouse, Wifi retransmitter, Internet USB stick, camera & microphone. All listed above are the company’s property, and you are requested to take good care of it and return the items once asked.

You will receive an email from Hagit asking you to map your requirements and listing the equipment you already have in use.

* Once we receive all requests we will buy the equipment and ship it to your home.
* In case you have defective equipment please email us, and the equipment will be replaced.

**Special Benefit**

* In addition, The Company will grant each employee 1000NIS in favor of purchasing a chair and/or headphones. These items will be for the employee to keep.

1. In order to receive this benefit, please mail us the link to the items you wish to order. If the total cost is higher than the allocated budget, the gap will be on the employee’s expenses. In any case, the items will be the employees to keep.
2. Once approved, make sure the receipt will be under The Company’s name (you can split it into two invoices so that the The Company invoice will not exceed 1000 NIS).
3. In case you bought an item during 2020 (and before this policy was approved) please contact us and send an invoice.
4. In case you feel there are other items you wish to buy, rather than a chair and headphones, please contact us as well.

All communication will be made through [xxxx@yyyy.com](mailto:xxxx@yyyy.com)

The goal is for your work time from home to be pleasant and productive. If there is anything in this policy we missed, or you think should be different - we would love your feedback.