

Tech Stipends & Ownership Policy & Procedure

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1. Purpose & Commitment

At VioPixel, we believe that equipping our team with the best tools is essential for delivering high-quality work. This policy ensures that all employees have access to the technology they need while also providing clarity on stipends, maintenance, and ownership. Our commitment extends beyond just providing equipment—we also take care of maintenance and updates during employment, allowing employees to focus on productivity without worrying about tech-related issues.

2. Eligibility & Stipend Allocation

2.1 Employee Eligibility

- **Full-Time Employees:** Automatically eligible for the tech stipend upon completing any applicable probationary period.
- **Part-Time Employees:** Eligibility is determined on a case-by-case basis, depending on role requirements.
- **Contractors & Freelancers:** Not eligible unless explicitly stated in their contract.

2.2 Stipend Allocation & Frequency

- Each eligible employee will receive a **technology stipend of \$5,000** every **Calendar Year** to purchase or upgrade essential work-related equipment.
- The stipend is intended to cover necessary hardware and software purchases to support an employee's role.

- If an employee requires additional tech upgrades outside the stipend period, they may submit a request for special approval.

3. Approved Expenses & Purchase Guidelines

The technology stipend can be used for:

- ✓ **Computing Devices:** Laptops, desktops, tablets
- ✓ **Peripherals:** Monitors, keyboards, mice, docking stations
- ✓ **Audio Equipment:** Noise-canceling headphones, microphones
- ✓ **External Storage & Accessories:** Hard drives, SSDs, cables
- ✓ **Software & Subscriptions:** Work-related software licenses, security tools
- ✓ **Ergonomic Enhancements:** Standing desks, laptop stands (with prior approval)

3.1 Purchase Process

1. Employees are responsible for selecting and purchasing their preferred equipment.
2. All purchases must align with the approved expense categories.
3. Receipts must be submitted within **7 Days** via the **Head of Software Development** for reimbursement.
4. Reimbursements will be processed within **30 Days** through the **Chief Finance Officer**.

4. Maintenance, Updates, & Support

4.1 Maintenance & Updates During Employment

- While employed at VioPixel, the company **covers the cost of maintenance, repairs, and software updates** for tech purchased through the stipend.
- Employees experiencing **hardware issues, software failures, or security concerns** should report them to the **IT Division** for resolution.
- If a device is beyond repair, employees may submit a request for an early stipend renewal or replacement consideration.

4.2 Employee Responsibilities

- Employees **must** follow VioPixel's IT security protocols, including installing company-approved security software and updates.
- Employees are expected to **care for their devices** and avoid intentional damage or negligence.
- If an employee **leaves the company**, maintenance and update services will **no longer be provided** by VioPixel.

5. Ownership Rights & Device Transition

- Once a device is purchased through the stipend, **it belongs to the employee permanently**, even after leaving VioPixel.
- Employees may continue using the equipment without restrictions after their employment ends.
- However, **any company-installed software, licenses, or access to internal systems must be removed** before departure.

6. Security, Compliance, & Data Protection

- Employees must adhere to VioPixel's **IT security and data protection policies** to ensure compliance with company standards.
- Personal devices used for work should be **password-protected** and follow standard encryption practices.
- Employees are **strictly prohibited** from installing unapproved or unauthorized software that may compromise security.

7. Policy Review & Amendments

This policy is subject to periodic review and updates. Any changes will be communicated to employees in advance. For further questions or clarification, please contact the **Head of Policy & Procedure**.