



My Suite Incentive

- I. **Scope.** This policy is applicable to all Fairhaven Solutions, LLC remote employees.
- II. **Policy Statement.** Fairhaven Solutions, LLC (hereinafter referred to as “Fairhaven” or “the company”) aims to support our remote employees, enable you to effectively and efficiently perform, and make work life easier for you as you build your home office. The My Suite Incentive was created with you in mind. As per this policy, the My Suite Incentive grants each employee up to \$700 per calendar year for reimbursable remote office expenses.
- III. **Policy.** With the My Suite Incentive, employees have the freedom and discretion to purchase home office related items from the vendor of your choice without the hassle of traditional bulk ordering by management. Each calendar year, each employee is allowed to expense up to \$700 of these costs at which the company will reimburse you. Examples of reimbursable items include but are not limited to monitors, power cords, keyboard, mouse, office supplies, desk, office chair, etc.

Employees are expected to retain receipts of any reimbursable items in the event that an expensed item needs to be reviewed or verified. Employees are encouraged to ask management if a particular item is likely to be reimbursed prior to purchase as there is not an exhaustive list of reimbursable items. Certain purchases may be subject to approval by the Owner. When an employee has reached their \$700 limit for the year, no other purchases will be approved for reimbursement until 1 January. Any unused funds from this amount will also not rollover into the following year.

Employees must report any reimbursable expenses via Expensify (or other tools which the company may use to report expenses). Include employee’s name and the week of the purchase (i.e., Jane’s expenses – Week of 8/8/2022). Once the expense is approved, employees will be reimbursed on the following pay cycle.
- IV. **Separation of Employment.** Should you separate from the company, you are required to return your company-issued laptop and accessories provided to you by Fairhaven Solutions, LLC. Any other items that an employee has purchased and expensed under this policy, are **not** required to be returned to the company.
- V. **Effective Date.** This Policy is effective as of 8 August 2022 and will remain in effect until a modification is issued.