

Employee Supplies & Equipment Standards

This policy outlines the standard guidelines regarding the equipment and supplies that Plan Academy provides, reimburses, or explicitly excludes for both in-office and at-home workspaces.

Standard Issue Equipment (Always Provided)

The company automatically issues the following items to all employees to ensure a baseline functional workspace:

- 1 Laptop (with necessary power cables)
- 1 Office monitor
- 1 Keyboard and mouse set
- 1 Webcam
- 1 Headset
- 1 Company-branded mousepad

Remote Work Provisions (Provided upon Employee Request)

To support a comfortable remote setup, employees may request the following duplicate items for their home workspace:

- 1 Laptop charger
- 1 Monitor
- 1 Keyboard and mouse set
- 1 Webcam
- 1 Company-branded mousepad

Special Requests for Approval

Any items outside of the standard provisions listed above require formal approval. Please submit a special request to devon@planacademy.com for the following:

- Additional Units: Requests for duplicates or extras of any standard-issue equipment.
- Premium Tech Upgrades: Upgraded peripherals including, but not limited to, gaming or specialized ergonomic keyboards/mice, noise-canceling headphones, or ultra-wide monitors.
- Premium Comfort Items: Climate and environment controllers such as space heaters, personal fans, specialized chair cushions/add-ons, or desktop lighting fixtures.

Non-Reimbursable Items (Never Provided)

The company will not provide or reimburse expenses for the following items:

- Non-company-branded mousepads or wrist-support pads, laptop cases/sleeves.
- Home Office Furniture: Desks, office chairs, or lighting fixtures.
- Office and Desk Decor: Plants, art prints, or desk organizers.