



FlexOffice benefit

As of July 01, 2023

Part of EY's flexible way of working includes both in person and remotely. For the times you work from home, EY wants to support employees hired as of July 01, 2023 with the FlexOffice benefit.

The FlexOffice benefit provides a one-time \$300 allowance for expenses listed and purchased following your as of July 01, 2023 hire date or for expenses incurred up to 3 months prior to your EY hire date.

Eligibility

All Canadian new hires after July 01, 2023 excluding Partners, independent contractors, returning co-ops and unpaid interns

Eligible expenses

- Desk
- Chair
- Monitor
- Keyboard
- Mouse
- Printer
- Paper
- Ink
- Cables
- Lumbar support
- Scanner
- Shredder
- Speakerphone
- Office desk light
- Docking station
- Monitor arm
- Anti fatigue floor mat
- Footrest
- Headsets (except air pods and other Bluetooth earphones)
- Desktop microphone

Please note, home internet is not included for reimbursement.

*We have also teamed up with various suppliers for discounts on office furniture. Details can be found on the **EY Live Well** site.*

Reimbursement process

- Expenses should be charged to I-67455523-0000 (leave the engagement type blank when searching the code). The expense type is Gift to Employees and the Sub Expense Type 1 is R&R. Adding "attendees" is a mandatory field, include yourself in this field.
- Expense submissions should be done on a timely basis. Any expense submissions older than 60 days require partner, associate partner, executive director or director (PAPD) approval which needs to be noted in the expense description
- All expenses must be submitted by **June 25, 2024**, regardless if PAPD approval is provided after this date
- Please include your date of hire in the comment section when submitting your expense.