



## SLX Assemble Program Policy

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### I. Objective

The SLX culture prioritizes and fosters connection in all team member experiences. Our SLX Assemble Program is created to promote community and camaraderie amongst team members by facilitating team gatherings that take place on-site or virtually, outside SLX's working hours.

In this policy, we outline parameters and requirements to use this benefit. The policy is subject to annual organization budgets and may be revised and updated. SalesLabX reserves the right to determine which activities are eligible under this program.

### II. Policy Brief

Subject to People Ops approval, the SLX Assemble stipend benefit offers a reimbursement of up to **\$50 per month, per full-time team member, for meeting up with at least 2 other SLX team members, outside of work hours**. This benefit is available immediately upon joining the SLX team, and can be used for costs, such as the below (this list isn't exhaustive):

- **Food and drink (including alcoholic beverages)**
- **Transportation and/or parking fees**
- **On-site activity charges** (event tickets, activity fees, venue and cover charges, equipment rentals): On-site activities are defined as interactions between SLX team members that take place at a physical location (shared by all the activity participants at the same time), and that happen outside the organization's working hours.
- **Virtual activity charges** (platforms, online games, services, software, tickets): Virtual activities are defined as interactions between SLX team members that take place at an online environment, and that happen outside the organization's working hours.

**\*Note: ATM withdrawals will not be considered eligible for the SLX Assemble stipend benefit.**

### III. Requirements and Eligibility

1. You must be an active SLX team member.
2. A minimum of three (3) SLX team members must participate in the activity to be eligible for this benefit. Note: There is currently an exception for states with only a total of two team members (Louisiana and New York).
3. Proof of the activity is required for reimbursement:



- a. **For in-person events:** Take a photograph with all participating team members. Keep any relevant receipts.
  - b. **For virtual events:** Screenshot the online activity - the date and time must be visible in the screenshot, as well as the participant names (camera on for participants is optional). Keep any relevant receipts.
4. When submitting your request for reimbursement, prepare to share additional required information, such as:
- Participant names
  - Date and location of activity
  - The mentioned screenshots and/or photographs
  - Receipts and/or invoices
5. Up to \$50 per team member will be reimbursed for individual expenses incurred during the gathering, per month. Noted below are some example scenarios:
- a. **Example 1:** If three team members share a meal that costs \$200 total, each team member can submit the same receipt and will be reimbursed \$50 each. The remaining \$50 is a personal expense for the participating team members.
  - b. **Example 2:** Three team members play an online game, but one person purchased the game for \$30. The paying team member will submit the receipt and receive the \$30 reimbursement in full. The other team members will not submit anything for reimbursement.
  - c. **Example 3:** Three team members go mini golfing at the start of the month. The team members are reimbursed for up to \$50 for the activity. Later in the month, those team members decide to go out again with other team members. However, they will not be reimbursed for the second outing as it's within the same month.
6. All activities must be approved in Gusto for eligibility by the SLX People Ops team.

## IV. Procedure

Team members must submit a request for approval through Gusto for review by the People Ops team first. After review, if the activity is approved to receive reimbursement, those will be processed accordingly. To submit a reimbursement request for this benefit, follow the steps outlined below. \*Note: If you are unsure if the SLX Assemble benefit will cover an expense, please email [hr@saleslabx.com](mailto:hr@saleslabx.com).

1. Login to Gusto
2. Click on 'Expenses' on the left navigation panel
3. Click on '+ Add a new expense'
- i. **Upload receipt (required):**



**1. For on-site activities:**

- a. On your computer, open the image of your receipt, open the group photo of the SLX Assemble participants.
- b. Place them side by side on your screen, and screenshot them together.
- c. In Gusto: Upload your screenshot here (can be a JPG or PDF).

**2. For virtual activities:**

- a. On your computer, open the image of your receipt, open the group photo of the SLX Assemble participants. Ensure the photo of the activity shows the date and time of the activity. \*Note: It is optional to have video cameras on for the activity screenshots, as long as participant names are visible.
- b. Place them side by side on your screen, and screenshot them together. Screenshot these two side-by-side.
- c. In Gusto: Upload your screenshot here (can be a JPG or PDF).

ii. **Category (required):** Employee Benefits

iii. **Description (required):** Type "SLX Assemble Benefit". Please also enter the date, location, activity name(s), and participating SLX team members.

iv. **Amount (required):** List the exact amount of the expense, up to \$50 per person.

**Expense reimbursement disclosures:**

1. All expenses must be submitted within the month of the expense date. If the expense was made in a previous month, but not submitted until a later month, it may not be reimbursed.
2. Expenses may not be reimbursed if any of the required information, when submitting an 'Expense' reimbursement request through Gusto, are missing.
3. If the SLX Assemble activity costs were divided amongst participants, each participant may submit an expense reimbursement in Gusto individually for the divided amount, up to \$50 each.
4. If the SLX Assemble activity expense was incurred by only one team member, only that team member should submit the receipt for reimbursement and will be reimbursed for the appropriate expense.
5. Approved SLX Assemble expense reimbursements will be processed via paychecks.

## V. Additional Information

Please contact [hr@saleslabx.com](mailto:hr@saleslabx.com) for any questions, feedback, and/or more information about this policy.