



**GLOBAL
INITIATIVE**
AGAINST TRANSNATIONAL
ORGANIZED CRIME

OFFICE SUPPLIES POLICY

As a globally dispersed Organisation, the GI-TOC has many staff working remotely. The office supplies policy aims to support staff in the setup and maintenance of a dedicated and efficient workspace.

Monthly allowance for office supplies

The GI-TOC will provide a monthly allowance of CHF 10.00 per month for all staff working remotely. This will be added to your salary directly and is for pens, paper, ink (though we don't encourage printing to preserve the environment) or other miscellaneous supplies.

Home office start up allowance for new hires

For new hires a start-up allowance of CHF 500.00 will be given to equip home offices on a once off basis after the successful completion of the probation period. This is only applicable for staff working remotely and do not have access to an office.

Computers and accessories do not form part of the allowance as they are covered by the [GI-TOC Computer Policy](#).

