

## CORPORATE CREDIT CARD POLICY

**Company Name** (“the Company”) may, at its discretion, sometimes issue employees with a corporate credit card. This policy sets out the rules and procedures concerning corporate credit card use.

In so far as this policy imposes any obligations on the Company, those obligations are not contractual and do not give rise to any contractual rights. To the extent that this policy describes benefits and entitlements for employees, they are discretionary in nature and are also not intended to be contractual. The terms and conditions of employment that are intended to be contractual are set out in an employee’s written employment contract.

The Company may unilaterally introduce, vary, remove or replace this policy at any time.

## EMPLOYEE RESPONSIBILITIES

Employees may only use a corporate credit card where they are given specific authority to do so by the Company. The credit card must only be used for legitimate and reasonable business expenses.

Sometimes a credit card may be provided on an ongoing basis for non-specific business expenses, in other circumstances a credit card may be provided for a specific purpose (e.g. a specific one-off purchase). Employees must only use the credit card as directed by the Company.

In respect of each purchase made with the credit card the employee must obtain and retain sufficient supporting documentation to validate the expense (e.g. a tax invoice or receipt). For purchases where it is not possible to obtain an invoice or receipt (e.g. certain online purchases), the employee must obtain and retain other documentation (e.g. screen shots, etc).

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Employees must take adequate measures to protect the security of the credit card and any PIN associated with it. They must immediately notify the Company if the card is lost or stolen any unauthorised use is detected or suspected.

Employees must not exceed the credit limits associated with the credit card.

Employees must return the credit card immediately on termination of employment or when requested to do so.

Employees must not let other persons (employees or otherwise) use the credit card.

### NO PERSONAL USE

The credit card must not, in any circumstances, be used for personal purchases.

### BREACH OF THIS POLICY

Employees who breach the policy may be subject to disciplinary action, up to and including termination of employment. Where an employee has used the credit card for an unauthorised purpose (including, for example, to make personal purchases) the employee will be required to immediately reimburse the Company for such expenditure. In some circumstances the Company will inform the police where an employee has deliberately used the credit card for unauthorised purchases.

### OTHER POLICIES

This policy should be read in conjunction with other relevant Company policies such as:

- Business Expenses Policy

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