

CREDIT CARD POLICY

WE GIVE CREDIT WHERE CREDIT IS DUE.

Our Company may provide employees with credit cards that can be used for business-related expenses. Having these cards helps us track and process our expenses more efficiently. We want to make sure employees who hold Company credit cards use them properly and know their limitations and responsibilities.

This policy applies to all Company card holders and employee-owners who have authority to approve expenses.

WHO CAN HOLD A COMPANY CREDIT CARD?

Credit cards are typically given to supervisors and those whose role or job-specific needs deem it necessary.

If you are issued a credit card, please note that the credit card belongs to the Company and we may review, process, and investigate charges as we see fit. Our Company has the right to withdraw a card from an employee-owner for inappropriate use at any time.

WHAT EXPENSES ARE ALLOWED ON A COMPANY CREDIT CARD?

You can use a Company card for work-related expenses only. You should not use the Company credit card for non-authorized or personal expenses.

Sometimes, we may issue credit cards that can be used for a specific purpose only—such as payment for gas.

COMPANY CARD CREDIT LIMITS

A credit limit depends on your seniority level, your department, and the frequency or type of expenses that you incur. You'll see your credit limit along with the delivery of your credit card.

Your credit limit may be adjusted due to your job's specific needs. If you are unsure about your credit limit, please ask a member of the accounting team.

YOUR RESPONSIBILITIES

If you have a Company credit card, we expect you to:

- **Protect it to the best of your ability.** Don't leave it unattended or give it to unauthorized people (such as friends, family, or colleagues).
- **Report it lost or stolen as soon as possible.** For example, if your vehicle is broken into and your Company card is taken, you need to file a police report and call our accounting team immediately.
- **Use it only for approved reasons.** Follow the instructions in this policy and don't use the card for personal or unauthorized expenses.
- **Document all expenses and submit credit card reports monthly or as required.** Please submit receipts and documentation regarding your expenses such as date, purpose of expense, and accounting information as required.
- **Be timely.** If you're responsible for authorizing and approving credit card reports, please do so within the required time limits.

WHAT IF I HAVE COMPANY EXPENSES BUT DON'T HOLD A COMPANY CREDIT CARD?

Sometimes, employee-owners who don't hold a Company credit card need to pay for large business-related expenses (such as material purchases, plane tickets for work travel, etc.). In these cases, first ask your supervisor to approve and pay for these purchases with the Company credit card on your behalf. Alternatively, if pre-approved, you can pay for the charge yourself and request an expense reimbursement from accounting. Expense reimbursements are paid as timely as possible.