



M.A.T.E.S

**Material for Advancement in
Training for Excellence in Sales**

TOYMATE CREDIT CARD POLICY

OVERVIEW

The information contained in this Policy explains in detail the authorisation and use of a Toymate Business Credit Card.

It is not only important for you to be able to understand this policy, but to also realise the consequences to the business if our best practices are not followed as outlined in this Policy.

The Policy is designed to ensure the business expenses are closely managed and expenditure on the business credit cards is within the approved guidelines with no overspending and all purchases or charges to the account are able to be successfully reconciled by accounts.

Following the guidelines set out in this policy will ensure that the business expectations are met.

IN THIS POLICY

- 1. Purpose**
- 2. Commencement of the policy**
- 3. Application of the policy**
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- 5. Employee Responsibility**
- 6. Policy Acknowledgement**

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| Document Title: Credit Card Policy | | Authorised by: Idan Levy | |
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CREDIT CARD POLICY

1. PURPOSE

- 1.1 This Policy outlines the conditions and obligations of Toymate's ('TOYMATE') employees' use of company credit cards provided by Toymate.
- 1.2 This Policy, where relevant, operates in conjunction with an employee's contract of employment.

2. COMMENCEMENT OF THE POLICY

- 2.1 This Policy will commence from 11/7/2020. It replaces all other leave policies of Toymate ('Toymate') which deal relating to Company Credit Cards.

3. APPLICATION OF THE POLICY

- 3.1 This Policy applies to employees (including temporary employees) of Toymate who are provided with a Company Credit Card or who have access to Company Credit Card.
- 3.2 This Policy does not form part of any employee's contract of employment. The Policy is not intended to override the terms of any award, enterprise agreement or contract that applies to an employee.

4. COMPANY CREDIT CARD PURPOSE

- 4.1 The use of company-issued credit cards is a privilege that Toymate may withdraw at any time, with or without cause. Upon an employee's termination of employment at Toymate, all cards must be returned to the Toymate Management Idan or Danny.
- 4.2 Toymate will issue company credit cards to certain employees. The issue of a company credit card is at the sole and complete discretion of Toymate (Idan and or Danny).
- 4.3 The company credit card is used for business related expenditure such as booking flights, accommodation, hire cars etc. The employee can pay for all work-related expenses on the company credit card including company vehicle fuel excluding fuel for employees on a vehicle allowance. COMPANY VEHICLE

5. EMPLOYEE RESPONSIBILITY

Employees who are approved holders of a company credit card are responsible for the following;

- 5.1 The employee in possession of the company credit card is solely responsible for all purchases on the card and for ensuring that the card is not used by unauthorized personnel. Card numbers may not be distributed and should not be saved in online accounts. Any credit card Toymate issued to an employee must be used for business purposes only, and for purposes in conjunction with the employee's job duties. Employees with such credit cards shall not use them for any non- business purpose. Non-business purchases are considered any

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purchases that are not for the benefit of the Company. If lost or stolen report it to your line manager immediately

- 5.2 Purchases over \$100 to be approved by line manager
- 5.3 Payment of Fines or personal purchases are not permitted. The company credit card is solely for business purchases/payments.
- 5.4 Keeping receipts of all purchases/expenditure for accounts to audit and reconcile against account. Receipts must be provided and reason for expenditure written on receipts.
- 5.5 The use of the credit card must at all times comply with the business expense and travel Policy.
- 5.6 Do not allow other people to use your company credit card unless it is specifically authorized by your line manager in writing.
- 5.7 Return the company credit card immediately to the line manager on termination of employment.
- 5.8 Business-related expenses, such as food and lodging while on Company-approved business travel, may be purchased on the company credit card as long as these purchases are consistent with the Company's travel and expense reimbursement policy.
- 5.9 The employee in possession of the credit card is responsible for receiving, printing, and retaining all receipts related to purchases made on the company credit card. If a receipt is lost, a written description of the items and cost of the purchase must be maintained and submitted in the same manner in which a receipt would be maintained and submitted. All receipts should be labelled with a description of what the purchase was for to ensure proper accounting of the purchase.
- 5.10 If any employee uses a company credit card for a personal purchase in violation of this policy it is considered a serious breach against company policy and will result in disciplinary action, up to and possibly including termination of employment.
- 5.11 If any employee uses a company credit card for a non-personal purchase that is not within the scope of the employee's duties or the employee's authorization to make business-related purchases, the cost of such purchase(s) will be the financial responsibility of that employee unless otherwise expressed in writing by Toymate Management Danny or Idan.
- 5.12 The employee is expected to reimburse Toymate for any unauthorised purchases and or payments.

6. BREACHES OF THIS POLICY

- 6.1 A breach of this Policy may lead to disciplinary action including, but not limited to, termination of employment.

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Variations

7. TOYMATE RESERVES THE RIGHT TO VARY, REPLACE OR TERMINATE THIS POLICY FROM TIME TO TIME

8. POLICY ACKNOWLEDGEMENT

I, _____, hereby acknowledge that I have read and understand the Toymate Company Credit Card policy on Date and Time _____. I understand that I am responsible for complying with the policy rules. I understand that violation of such policy may result in consequences including termination of my employment.

Signature: _____

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