

Credit Card Procedure

1. Purpose of Procedure

As part of your engagement with RightShip Pty Ltd ("RightShip"), you are being provided with a company credit card (the "Card") subject to these terms and conditions. You must sign the back of the Card as soon as you receive it.

2. Application of Procedure

This Procedure applies to employees of RightShip and forms part of your contract of employment.

3. Procedural Requirements

Purpose: The Card must only be used for legitimate business-related expenses ("Company expenses") such as travel, entertainment, small equipment (up to \$500) as set out below.

Authorisation: Please refer to the RightShip Management System ([RQS-10 PURCHASE AND FINANCE CONTROLS](#)) for authorisation level and limits. If in doubt, seek approval by your Manager, prior to incurring any expense.

Limit: You must not exceed the limit on the Card - the limit will be disclosed to you on handover and from time to time if the limit is increased or decreased.

Cash: Cash advances are available from automatic teller machines (ATMs) if authorised.

Lost: You must immediately contact the issuer (bank) and advise of a lost, stolen or misplaced card as well as notify the Company.

Return: You undertake to return the Card to the Company when your engagement is at an end or earlier if requested.

Receipts: For tax reporting purposes (e.g. tax rebates or FBT) the Company requires that for each transaction you provide a legitimate receipt or tax invoice.

Receipts for cash advances: A reconciliation should be provided of the cash withdrawn, with supporting receipts, if cash withdrawal available and authorised.

Expense claim process: The Expense Claim process is managed using Serko (www.serko.com.au). Access can be arranged by request to the Finance team (accounts@rightship.com). All receipts must be submitted via Serko for approval by your Manager.

Your personal card: Your private credit card should not be used for any Company expenses unless there are extenuating circumstances, e.g. your corporate card is lost or stolen, a hold has been placed on your card by the card provider.

4. Credit Card Misuse

The Company reserves the right to require you to reimburse the Company for any and all expenditure charged to the Card in the following circumstances: an expense

- a) which the Company deems is not a legitimate Company expense;
- b) for which you have not or are unable to provide sufficient or adequate supporting documentation;
- c) for which prior authorisation where required for such use was not obtained;
- d) which is excessive;
- e) which is of a private nature.

Serious misuse of the Card may warrant cancellation of the Card and may also constitute a breach of the terms of your contract of engagement/employment. Serious misuse may also warrant criminal prosecution.

5. Workplace Participant Acknowledgment

I acknowledge:

- receiving the RightShip Procedure;
- that I shall comply with the procedure; and
- that there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment.

Your name:

Signed:

Date:
