

Company Credit Card Policy

Richard D. Steele Construction (1979) Ltd.

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1.0 SUMMARY

Richard D. Steele Construction (1979) Ltd. may, from time to time, provide employees with a company credit card in order to carry out their work duties. This Company Credit Card Policy (the "Policy") sets out the rules and guidelines governing the use of a company credit card. This Policy applies to all employees of Richard D. Steele Construction (1979) Ltd. who have been issued a company credit card.

2.0 POLICY STATEMENT

2.1 Ownership and issuance of company credit cards

Company credit cards may only be issued by an authorized member of management, as determined by Richard D. Steele Construction (1979) Ltd. in its sole discretion.

Company credit cards issued to employees are the property of Richard D. Steele Construction (1979) Ltd. Any points or other benefits accruing as a result of an employee's use of a company credit card are the property of Richard D. Steele Construction (1979) Ltd.

2.2 Employee Responsibilities

An employee who is given a company credit card is responsible for:

- Ensuring that the card is only used for appropriate work expenditures (see Section 2.3 below);
- Ensuring that the card is only used by the employee to whom it is issued;
- Retaining supporting receipts, and if requested, providing explanations for all card transactions. Failure to provide receipts or other supporting information could result in Richard D. Steele Construction (1979) Ltd. taking away the employee's credit card;
- Providing detailed transaction summaries or logs as requested by Richard D. Steele Construction (1979) Ltd.;
- Promptly reporting the loss of or damage to the card; and
- Promptly returning the card immediately upon the termination of the employee's employment for any reason.

2.3 PERMITTED USE OF COMPANY CREDIT CARDS

Employees are permitted to use company credits cards for the following purposes:

- Travel expenses;
- materials; and

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- Office supplies.

2.4 IMPROPER USE OF COMPANY CREDIT CARDS

Examples of prohibited uses of company credits cards include, but are not limited to:

- Incurring personal expenses, including meals;
- Paying membership fees and dues;
- Cash withdrawals or cash advances; and
- Purchasing furniture, stationary or other chattels or equipment.

3.0 CONTRAVENTIONS OF THE POLICY

Any contraventions of the policy may lead to disciplinary action up to and including termination of employment.

Richard D. Steele Construction (1979) Ltd.

4.0 ACKNOWLEDGEMENT & AGREEMENT

I acknowledge that I have received the company credit card listed above. I further acknowledge that I have read, understand, and agree to abide by the Company Credit Card Policy.

SIGNATURE: _____
Employee

NAME: _____
Print

DATE: _____

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COMPANY CREDIT CARD ISSUANCE FORM

Employee's full name	
Credit card type	
Credit card number	
Credit card limit	
Expiry date	
Per transaction limit	
Monthly limit	

By signing below, I acknowledge receipt of a company credit card, the details of which are listed above. I acknowledge that this card has been issued to me to make purchases in the course of my regular duties in connection with Richard D. Steele Construction (1979) Ltd.. I will not use the card to make any personal purchases. I acknowledge that I have read and agree to the terms and conditions of the Company Credit Card Policy. I confirm my agreement to these terms and conditions by signing below and by retaining and using the card.

SIGNATURE: _____
Employee

DATE: _____