

2. Benefits 2.12 Credit Card Policy	
Owner	People & Organization
Approved By	CPO, CFO, CEO
Version 1.0	30/11/2017
Version 2.0	01/11/2018

2.12 Corporate Credit Card Policy

Purpose

This policy sets the governing principles of the Corporate Credit Card process to make clear to whom Jazz will issue the cards and under what circumstances will Jazz reimburse business expenses incurred by the employees on the Corporate Credit Card. Furthermore, use of a Corporate Credit Card does not alleviate the cardholder from his or her obligation to submit an expense claim in accordance with the Expense Claim Policy.

2.12.1 Eligibility

- i. The policy applies to CEO, CEO-1, CEO-2 & Expatriates (except Executive Assistants and consultants)
- ii. An employee who is a frequent travel from a different level may also be issued a corporate credit card subject to respective CXO's approval.

2.12.2 Permissible usage:

- i. Jazz will issue Corporate Credit Card to eligible employees to use for legitimate business purposes in accordance with the Travel Policy, Events & Hospitality Policy and Expense Claim Policy.
- ii. Permissible uses for a Corporate Credit Card include expenses relating to legitimate business meetings (including meal expenses), travel and hotel accommodations.
- iii. Corporate Credit card under no circumstances be used for fuel refill expenses, and employee must only use the fuel card issued to him/her for refueling of their vehicles.
- iv. The Corporate Credit Card may not be used for any personal expenses.
- v. Corporate Credit Card shall only be used by the employee and not any family member or friend.
- vi. Employees cannot take cash advances on the credit cards under any circumstances.
- vii. Payment of International Trainings where vendor is not registered and there is time constraint, can be done through P&O Corporate Credit Card and reimburse through expense claim
- viii. Large Team events (including team building events, townhalls, off-sites, marketing events) payments cannot be made through the Corporate Credit Card and should follow the guidelines depicted in Events & Hospitality Policy of Jazz.
- ix. Only one Corporate Credit Card will be issued to the eligible employees and under no circumstances can a supplementary card be issued for one cardholder.

- x. Corporate Credit Card will be issued to the employee after signing the Corporate Credit Card Agreement, which needs to be handed over to the authorized POC from People Operations team prior to card's usage.
- xi. Credit Limits, including any requests for increase in the credit limit will be established by the Treasury Dept as appropriate and will be at the discretion of CEO.
- xii. Purchase of software & licenses are not allowed using corporate credit card and should be done through regular SCM process.
- xiii. **Exception Clause:** Any unplanned/unforeseen expense for business purpose, not listed in policy will require approval by respective CXO (with reference to reason for exception/not following SCM process)

2.12.3 Payment

- i. Employee will ensure to submit approved expense claim for settlement with Accounts Payable, as soon he receives the credit card statement within due date.
- ii. Accounts Payable will make the payment of due amount to the bank before due date to avoid any surcharges or late payment fees.
- iii. Any unsettled billed amounts from the statement would be deducted from employee's salary in the subsequent month's payroll, if the employee doesn't submit the approved expense claim.
- iv. The annual fee for credit card is eligible for reimbursement to employee but any upgrade is to be accounted by employee and not reimbursable.
- v. Employee must attach expense receipts and copy of statement with his expense claim.

2.12.4 Safekeeping of the card:

- i. Cardholder should keep the card in a secure location and would be responsible for the safekeeping of the card.
- ii. While making any online internet purchases (hotel bookings, membership fee payments) the cardholder shall make every efforts to ensure that the purchase is made from a secure website using secure online access, thereby limiting the risk of fraud or theft.
- iii. In case of Theft or Loss, the cardholder must immediately block the card by calling the bank from registered number and then request for re-issuance to the People Operations POC by email.
- iv. Employee would be personally liable for any unauthorized transactions unless the Card is lost, stolen or subject to fraud on some part of a third party.

2.12.5 Separation:

- i. Upon Separation, the cardholder must cut the card in two halves and submit at People Operations Dept during Clearance alongwith the clearance form.
- ii. The card would be blocked immediately when the employee submits a resignation or is terminated.

SOP for issuance of corporate credit cards to eligible employees (not for publishing)

1. Eligible employees receive an email from P&O about their entitlement and credit card policy with agreement.
2. Based on their willingness and response, P&O will forward the eligible employee's request to treasury.
3. Treasury will put the relationship manager from bank to liaise directly with the employee for form signing and document collection.
4. Employee will hand over the filled & signed form to bank representative.
5. Treasury will assign uniform credit limits to all eligible employees.
6. Treasury will receive the cards and send to P&O POC for handing over of cards and signing of agreements.
7. Credit cards will be handed over to employee by P&O and agreement will be signed before activation of the card.
8. Any employee who does not want to avail the service may opt out by replying to the initial introductory email sent by P&O.