Iconic Staff & Administration FAQs

01. COMPANY CREDIT CARD / COMPANY CREDIT MONEY CARD USAGE POLICY

COMPANY CREDIT CARD / COMPANY CREDIT MONEY CARD

REF: Â Â Â Â Â CERTIFICATION FROM WORKER CONFIRMING THE USAGE POLICY AND TERMS AND CONDITIONS OF HOLDING AND USING A COMPANY CREDIT MONEY CARD â€œAssets / The Materialâ€ owned by **Iconic Performancesâ„¢**, it associates, successors and affiliations.

Iconic Performances Pty Ltd (â€œCompanyâ€) will issue COMPANY CREDIT CARD / COMPANY CREDIT MONEY CARD (â€œAssetsâ€) to certain workers for use in their jobs. This policy and agreement sets out the acceptable and unacceptable uses of such credit cards.

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1. Use of company-issued ASSETs cards is a privilege that the Company may withdraw at any time, with or without cause.Â Upon an WORKERâ€™s termination of employment/agreement or contract at the Company, all cards must be returned to the Companyâ€™s address as stated.

2. The WORKER in possession of the company ASSETs card is solely responsible for all purchases on the card and for ensuring that the card is not used by unauthorized personnel.Â Card numbers may not be distributed and should not be saved in online accounts.

3. Any company ASSETs card the COMPANY has issued to an WORKER must be used for business purposes only, and for purposes in conjunction with the WORKERâ€™s job duties. WORKERâ€™s with such credit cards shall not use them for any non-business purpose. Non-business purchases are considered any purchases that are not for the benefit of the Company or have not been approved by the COMPANY to be purchased.

4. Business-related purchases/expenses, while on Company approved business travel, may be purchased on the company ASSETs card as long as these purchases are consistent with the Companyâ€™s travel and expense reimbursement policy and the enterprise/employment agreement and/or contract. Approved purchases/expenses that do not require prior authorisation are:

    1. Fuel for company vehicle or a rental car as organised by the COMPANY.
    2. Food (meal allowances) where prior permitted and are consistent with company travel and expense policy.
    3. Fee for Accommodation or lodging if stated on the related call sheet.

5. All other purchases excluding those mentioned in clause 4.1, 4.2 and 4.3, in any currency, in the amount of $1.00 or above must be approved prior to purchase. The WORKER must submit the purchase request in writing on the COMPANY slack communication server to the appropriate finance personnel and/or department or other supervisor or department â€“ as required and receive approval via the COMPANY slack communication server before making the purchase. The WORKER should attach a copy of the purchase approval to the receipt and submit them together when submitting the receipt to appropriate finance personnel and/or department or other supervisor or department â€“ as required.

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6. The WORKER in possession of the company ASSETs card is responsible for receiving, printing, and retaining all receipts related to purchases made on the company ASSETs 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 within 48 hours.Â If this is not adhere to, the purchase price of the goods will be charged back to the WORKER and/or deducted from the WORKERâ€™s wages or invoice.

7. Receipts need to be turned into the appropriate finance personnel and/or department or other supervisor or department â€“ as required within one week of the date of purchase. All receipts should be labelled (on the back of the receipt or on any white space of the receipt, as long as it does not cover any part of the printed part of the receipt) with a description of what the purchase was for to ensure proper accounting of the purchase. Any receipts for meals or entertainment must be attached to a paper that clearly indicates the names of all persons attending the meal or entertainment and the business purpose of such event.

8. If the WORKER uses a company ASSETs card for a personal purchase in violation of this policy, the cost of such purchase(s) will be considered an advance of future wages payable to that WORKER, and will be deducted in full from the WORKERâ€™s next wages/invoice. Any remaining balance will be deducted from subsequent wages/invoice until the wage advance is fully repaid. These deductions may take the WORKERâ€™s wages/invoice below minimum wage for the pay period(s) in question.Â Furthermore disciplinary action will take place and termination of the WORKERâ€™s agreement/contract will be considered and legal or police action may be taken.

9. If the WORKER uses a company ASSETs card for a non-personal purchase and does not comply with clause 4. and clause 5. that is not within the scope of the WORKERâ€™s duties or the WORKERâ€™s authorisation to make business-related purchases, the cost of such purchase(s) will be the financial responsibility of that WORKER unless otherwise expressed in writing or using the COMPANYâ€™s slack communication server by those authorised within the COMPANYâ€™s finance personnel and/or department or other supervisor. The WORKER will be expected to reimburse the Company via deductions from wages/invoice until the unauthorised amount is fully repaid.

10. In addition to financial responsibility and liability for wage deductions, any purchases the WORKER makes with a company ASSETs card in violation of this policy will result in disciplinary action, legal proceedings, possible police investigation, and prosecution and up to and possibly including termination of employment/contract/agreement.

11. This schedule will remain in effect as long as WORKER has a company ASSETs card or until a new policy has been issued and which clearly indicates that it is intended to be a replacement of this policy.

12. The WORKER acknowledges that they have read schedule 3 company ASSETs card policy, and understand that they are responsible for complying with the policy rules.

13. The WORKER understands that violation of such policy may result in consequences including cancellation of their company ASSETs card or termination of their employment/agreement/contract.

14. The WORKER further acknowledges that they understand that if they make any personal

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purchases in violation of this policy, the amount of such purchases is an advance of future wages/invoice payable to them, that the Company will deduct that amount from their next payroll, and that if there is a balance remaining after such deduction, the Company will deduct the balance of the wage advance from my future wages until the amount is repaid in full. Such deductions may take their wages/invoice below minimum wage for the work week(s) in question.

15. The WORKER further agrees that if they make any non-personal transactions in violation of the policy in question, they are financially responsible for any such expenses and agree to reimburse the Company via wage/invoice deductions until the unauthorised amounts are fully repaid. Such deductions are in the amount of the unauthorised purchases.

16. The WORKER acknowledges and understands that if â€œAsset / The Materialâ€ is found to be in their possession, uploaded on any public domain, social media platform, internet webpage or shown externally after signing this agreement, without any reasonable and valid reason in accordance with the signed Agreement, they will be in breach of the agreement and the Corporations Act of 2001 in NSW Australia and can be prosecuted to the full extent of the law for loss of income, damages and illegal use of property and confidential information.

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When you receive the Company Credit Card you will be required to complete the **Authority to Access and Usage Policy of Travel Credit Card issued or provided by Iconic Productions and Iconic Performances to an WORKER or CONTRACTOR of the COMPANY.** Click on the link below.
https://www.jotform.com/iconicperformances/credit-card-usage-and-certification

Attached files:

Unique solution ID: #1302
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