## EMPLOYEE CORPORATE CARD POLICY
## (FairFX)

This document outlines the rules and regulations concerning how the corporate cards should be used for FIX Trading Community business.

### RESPONSIBILITIES OF THE CARD HOLDER

- If you have been issued with a corporate card, you are responsible for the security of the card as well as the privacy of any information related to the company.
- You should ensure that the card is kept in a safe location, the card is free from fraudulent activities and the card's identification number and PIN are protected.
- The corporate card should only be used by you, the employee, and no-one else.
- The card should not be used for personal expenses, only business-related activities. [If an expense is made that is not deemed a business expense

### SPENDING

- The FairFX corporate card is a chip & PIN secure prepaid Mastercard.
- On initial set-up, you will be issued £500 credit on your corporate card, for ad-hoc necessary business spending. You can then request additional "top-ups" detailing the reason for the funds (online or via the app) which will be reviewed by the FIX Financial Director or Operations Director.
- Please see the FIX Expense Policy for all expense guidelines: [
- https://www.fixtrading.org/packages/fix-trading-community-expensetravel-policy/]

### USAGE REVIEW

- With FairFX there is an online expense platform and a mobile app, where you can check your balance, request top-ups and download transactions for submitting expense reports each month.
- User 'How to Guide' can be found here
- The FIX Financial Director & Operations Director can also use this to view reports on your spending.
- You are not permitted to withdraw cash from ATMs with this card.

### EXPENSE REPORTING

- You will be expected to report on your corporate card expenditure each month, within your expense claims – clearly showing
- Please see the FIX Expense Policy: [
- https://www.fixtrading.org/packages/fix-trading-community-expensetravel-policy/]