

<b>Ref:</b>	ES-EXP-01
<b>Issue:</b>	One
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## Echospace Expenses Policy (EXP) policy

At Echospace, we value responsible spending and trust our team members to use good judgment when incurring expenses on behalf of the company. This policy outlines the guidelines and procedures for managing expenses effectively.

### General Expense Guidelines:

1. **Authorized Expenses:** Only expenses that are necessary and directly related to business activities are eligible for submission on PLEO. All expenses must be reasonable and comply with company policies and applicable laws.
2. **Receipts:** Original, itemized receipts must be provided for all expenses, regardless of amount. Digital copies are acceptable, but they must be clear and include all pertinent details, the reason, the correct allocation to account, team members in attendance
3. **Approval Process:** Prior approval is not required for expenses on PLEO within your allocated budget. Team members must obtain approval from an LT member before incurring any expenses that exceed your allocated budget.
4. **Expense Reporting:** All expenses must be recorded and submitted promptly through PLEO. This includes filling out the necessary forms and attaching relevant receipts.
5. **Compliance:** Team members are expected to adhere to this policy and exercise good judgment when incurring expenses. Any violations or discrepancies will be subject to review and may result in disciplinary action.

### Social Drinks Policy:

1. **Echospace's Contribution:** Echospace encourages team bonding and camaraderie, including socializing over drinks with colleagues. As a gesture of appreciation, the company will cover the cost of one round of drinks during social gatherings.
2. **Personal Responsibility:** After the initial round provided by the company, team members are expected to cover their own expenses for additional drinks. This policy ensures fairness and encourages responsible drinking habits.
3. **Moderation:** While socializing with colleagues is encouraged, it's important to exercise moderation and professionalism at all times. Excessive drinking or inappropriate behaviour will not be tolerated and may result in disciplinary action.

### Policy Compliance:

Failure to comply with this expenses policy may result in the rejection of reimbursement requests, financial penalties, and/or disciplinary action, up to and including termination of employment.

Acknowledgment:

By submitting expense claims on PLEO, team members acknowledge that they have read, understood, and agree to comply with the Echospace expenses policy.

A handwritten signature in black ink, appearing to read 'DMurray', with a small '2' written below the 'y'.

David Murray  
Managing Director  
02.12.23