

Company Credit Card Policy

EFFECTIVE DATE:

01/15/2023

SCOPE

This Company Credit Card Policy (the “policy”) applies globally to all employees of Light & Wonder, Inc. and its subsidiaries (together, “Light & Wonder,” “L&W,” or the “Company”), who are issued a Company credit card for travel, entertainment, or other legitimate business purchases. Contractors and consultants cannot be issued a Company credit card since they are not employees.

PURPOSE

This policy has been established to educate employees on Company credit card eligibility, how to request a card, and their responsibilities as a cardholder.

ELIGIBILITY

Company credit cards are provided to employees whose job function requires frequent travel or entertainment expenses. A frequent traveler is generally defined as an employee who takes four or more business trips per year or who spends the equivalent of US\$5,000 or more annually in business-related expenses. Employees issued a Company credit card must use that card to pay for all travel & entertainment expenses where the card is accepted. The card is not intended to be used for personal expenses or to procure general supplies and/or services unless approved by Procurement. Such purchases made without prior approval could become the liability of the employee if they recur after the employee has been provided notification of non-compliance. L&W assumes no obligation to reimburse employees for expenses that are not in compliance with Company policies.

Employees who occasionally incur business-related expenses out-of-pocket but who are not eligible for or otherwise do not have a Company credit card can be reimbursed for legitimate expenses by submitting an expense report and obtaining the necessary approvals. Refer to the Travel & Entertainment Expense Policy for details.

Employees cannot receive a cash advance on the Company credit card, but in rare circumstances (and with Vice President approval) L&W will provide travel advances to employees who must travel and do not have a Company credit card. Funds will not be advanced more than 30 days before the start of the trip, should not exceed a reasonable estimate for the trip, and should be settled immediately upon return.

REQUESTS FOR NEW CARD, CREDIT LIMIT INCREASE, AND NAME CHANGE

Eligible employees may request a Company credit card by sending an email to ExpenseTeam@lnw.com. Once the request form has been completed and approved by the appropriate leader, an order will be placed for the card. For employees located in the United States (“US”), the card will be sent to the employee’s home address on file. For employees based outside the US, the card will be sent to the corporate headquarters in Las Vegas and then shipped to the employee’s local office for distribution. Upon receipt of the card, the employee is required to review the card terms and conditions and then immediately activate the card by following the procedures provided with the card.

Initial card credit limits are determined based upon employee level as follows:

Manager and Below	Senior Manager and Director	Vice President (“VP”)	Senior Vice President (“SVP”)	Executive Leadership Team
US\$5,000	US\$10,000	US\$25,000	US\$50,000	US\$75,000

Any exceptions to these credit limits require approval from the SVP Finance Shared Services or Corporate Chief Financial Officer (“CFO”). Credit limit increase or cardholder name change requests should be submitted via email to ExpenseTeam@lnw.com.

CARD USAGE

The Company credit card is required to be used for payment of all travel, entertainment, and related expenses incurred while conducting Company business unless the card is not accepted by the merchant or the employee has not been issued a Company credit card. Cardholders should exercise the same care when spending Company funds that one would exercise when spending their personal funds. Company credit cards should only be used for legitimate business purposes that are:

- Business appropriate
- Reasonable in nature and amount
- Compliant with applicable policies and procedures (namely, the Travel & Entertainment Expense Policy, Gifts & Entertainment Policy, Code of Business Conduct, and country-specific guidelines)
- Not circumventing procurement and compliance protocol
- Properly documented
- Submitted for reimbursement in a timely manner
- Approved at the appropriate level of authority

Company credit cards should not be used to purchase office supplies and technology software and hardware (refer to the Travel & Entertainment Expense Policy for details). Use of the card for personal expenditures is prohibited and will subject the employee to disciplinary action, up to and including termination.

EXPENSE SETTLEMENT

The Company credit card program is a company liability card and, thus, the payment of all approved charges will be paid by L&W. Any unapproved charges are the employee’s liability and must be repaid to the Company. All charges on the Company credit card need to be reported to the correct expense account on a Concur expense report in a timely manner (refer to the Travel & Entertainment Expense Policy for details). Charges typically appear in Concur within approximately 72 hours of the transaction. If a personal charge is inadvertently incurred on a Company credit card, the cardholder is responsible for repaying L&W directly or through automated payroll deduction.

It is the employee’s responsibility to review all charges in a timely manner and to immediately notify the credit card provider (Fifth Third Bank) of any unauthorized or fraudulent charges by calling the number on the back of their card (+1-800-375-1747 in the U.S. or +1-513-358-6001 when outside the US). Employees are required to resolve any disputed charges within 90 days of the charge.

CARD SUSPENSION/CANCELLATION

L&W reserves the right to cancel an employee’s card and withdraw card privileges for non-compliance with this or any related policies. Employees who have Company credit card privileges revoked will not be eligible for travel advances.

In the event a cardholder is absent from work for an extended period of time (e.g. family, medical, or leave, personal leave, etc.) the cardholder should email ExpenseTeam@lnw.com to request the Company credit card be temporarily suspended. Suspended cards can be quickly reinstated upon the cardholder’s return to work by sending a request to ExpenseTeam@lnw.com. When an employee separates employment, HR will ensure that the Company credit card is collected and ExpenseTeam@lnw.com is informed of the termination so the account can be cancelled.

DECLINED, LOST, STOLEN, AND DAMAGED CARDS

In the event of a transaction decline due to suspected fraud, or if a card is lost, stolen, compromised, or damaged, employees should notify Fifth Third by calling the number on the back of their card (+1-800-375-1747 in the US or +1-513-358-6001 when outside the US). Fifth Third will then resolve the fraud alert or issue a new card to the home address on file for US employees or the corporate headquarters in Las Vegas for employees based outside the US

To authenticate with Fifth Third, cardholders will need the following information:

- Cardholder name, company name, card number, card CVV, card expiration date, last 4 digits of employee identification number (located in Workday), and employee phone number
- If the card is lost/stolen or the cardholder doesn't have the card number, CVV, and expiration date, then the cardholder may also need to provide: billing zip code (home address on file in Workday for US cardholders, or headquarters zip code of 89119 for international cardholders), credit limit (refer to table above), previous transactions in last 7 days (or 30 days if none in last 7), and account cycle dates (closes on 20th of every month, payment due 25th of every month)

Credit card scams and phishing attempts are frequent occurrences, so the volume of data needed to authenticate helps protect the Company. Cardholders should ensure they have the correct mobile telephone number on file with Fifth Third to receive and clear fraud alerts/transaction holds via text.

EXPIRING CARDS

Company credit cards are automatically renewed. Approximately 45 days before card expiration, Fifth Third sends replacement cards to the home address on file for US cardholders and to the Las Vegas headquarters for international cardholders. International cardholders should email ExpenseTeam@lnw.com with the address where their replacement card should be sent. Expired cards should be destroyed, and replacement cards should be immediately signed and activated upon receipt by the cardholder.

COMPLIANCE

Compliance with this policy is monitored by Corporate Internal Audit. Policy violations are communicated to Corporate & Business Unit CEOs and CFOs for resolution. Failure to comply with this policy may result in:

- Non-reimbursement of expenses and/or chargebacks to the employee for expenses that are not compliant with the policy
- Cancellation of the Company credit card
- Treatment of expense reimbursement and advances as taxable income to the employee
- Coaching, which may result in employment separation

L&W reserves the right to change or modify this policy at any time. Should any provision of this policy be or become unlawful by virtue of an applicable local, state or federal law, such provision shall be considered null and void to the extent necessary to render the remaining portion of this policy lawful.

Version: 2.1

Document Owner: Robb Northrup, SVP Finance Shared Services

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Summary of Changes: Clarified credit limits and authentication requirements.