



Expenses Policy Summary

Why does ANZ have this policy?

This policy sets out ANZ's requirements for the responsible and reasonable incurring and management of expenses across the Group.

This is one of the global policies supporting ANZ's Code of Conduct and Ethics.

How does this policy apply at ANZ?

This policy applies to all employees and contractors of Australia and New Zealand Banking Group Limited and its controlled entities.

The implementation of this policy is supported by a global procedure and all employees and contractors complete mandatory training, repeated every year. Breaches of this policy may lead to disciplinary action, including dismissal.

Key obligations

Under this policy:

- expenses will be incurred only for business purposes and will be reasonable in the circumstances
- expenses will be supported by appropriate documentation
- only permanent employees and specifically authorised contractors will approve expenses
- expenses will be within the delegated discretion and approved budget of the approver
- expenses will be incurred and approved using only approved mechanisms
- the submitting, recording and approval of expenses will be timely and accurate.

Last review: June 2013

Reviewed annually by: Group Finance