



EMPLOYEE EMERGENCY BONUS PROGRAM

Purpose

The Employee Emergency Bonus (“EEB”) Program is designed to provide limited financial assistance to eligible employees who are experiencing economic hardship due to certain emergency situations. Situations should be acute, short term or temporary in nature, and not perceived as chronic. Employees may be referred to an appropriate source (e.g., community agency or consumer credit counseling service) if their situation does not fall under the EEB Program.

This is an Employer discretionary program. As such the guidelines, criteria and financial assistance are entirely under the sole discretion of the Employer. Further, EEB Program may also be discontinued at any time.

Guidelines

- EEB **may** cover:
 - o Death in the family that requires travel by air (more than six hours by car)
 - o Total or significant loss of dwelling due to fire
 - o Theft of more than \$500 of actual currency as stated in a police report
 - o Unintended loss or destruction of prescription medication
 - o Creditor repossession of only vehicle or eviction from dwelling
 - o Automotive issues that render Employee’s only vehicle unsafe, such as brake issues.
 - o Sudden death of a spouse or dependant
 - o Failure of home or home appliance that renders the dwelling uninhabitable (such as the failure of the furnace)
 - o Other unexpected and acute circumstances that place an employee in financial hardship with no other reasonable alternative

Criteria

- Employees must have a minimum of 180 days of full-time service and be full-time at time of application
- Employees must review the company sponsored Financial Literacy Online Questionnaire before receiving an emergency bonus
- Only one request for assistance per employee per any 12 month period will be granted
- Request must be made using a Company approved application
- Requests and bonuses awarded are confidential
- Employee’s insurance does not completely cover the occurrence and employee has no reasonable alternatives

Financial Assistance

- Applications are reviewed and accepted or declined by Employer through a committee it has established for this purpose; the EEB Program Committee (“Bonus Committee”)
- Bonus Committee will issue a decision to the Employee within a timely manner
- Decisions by the Bonus Committee are final and non-appealable
- The maximum bonus the EEB Program will provide an employee is \$1,000 per calendar year
- A bonus for a certain circumstance does not set precedent for that type of circumstance
- Employer will establish the annual amount available for the EEB Program, and once depleted, the Program will stop until funds are replenished at Employer’s discretion