Dear Roundtable members,

Kohl's is interested to learn if member companies are providing employees financial assistance specific to disaster relief / emergency assistance funds. Please take a moment to answer the questions below. These questions are looking for information above and beyond any employee assistance program (EAP) that may be in place.

1. Do you have a formal program / benefit to offer financial support to Associates impacted by a Natural Disaster, Death, Condemned Housing, etc.?
2. If yes, how do you fund / administer this program? (please select one)
   1. Private Foundation
   2. Public Charity
   3. Managed internally with 100% company sponsored funds
   4. Program funded by Associate Donations
   5. Combination of the above... please explain
3. What do you provide reimbursement for? (check all that apply)
   1. Natural Disaster
   2. Death of an immediate family member
   3. Condemned Housing / Essential Home Repair
   4. Severe Hardship
   5. Emergency Travel
   6. Serious Medical Condition
   7. Victim of a Crime
   8. Other (please explain)
4. How much financial assistance is an employee eligible for?
   1. Annual Cap:
   2. Lifetime Max:
5. Who is eligible to use the program?

Katie Wesner, Kohl’s, February 16, 2016

<table>
<thead>
<tr>
<th>COMPANY, CONTACT NAME</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AbbVie</td>
<td>Jeannine Tayeh</td>
</tr>
<tr>
<td>Jeannine Tayeh</td>
<td><a href="mailto:jeannine.tayeh@abbvie.com">jeannine.tayeh@abbvie.com</a></td>
</tr>
</tbody>
</table>
2. If yes, how do you fund / administer this program? (please select one)
   3. Managed internally with 100% company sponsored funds

3. What do you provide reimbursement for? (check all that apply)
   1. Natural Disaster yes
   2. Death of an immediate family member No
   3. Condemned Housing / Essential Home Repair No
   4. Severe Hardship No
   5. Emergency Travel No
   6. Serious Medical Condition No
   7. Victim of a Crime Possible
   8. Other (please explain)

4. How much financial assistance is an employee eligible for?
   1. Annual Cap: n/a
   2. Lifetime Max: n/a

5. Who is eligible to use the program? Active employees

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Chevron
Sara Kashima
SKSH@chevron.com

This is an overview of our policy.*

*screenshot attached below.

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Dot Foods
Gina Ruffcorn
GRuffcorn@dotfoods.com

We have an employee crisis fund where we can give up to $500 for fire to an employee’s primary residence, natural disasters such as flood, tornado, earthquake, etc, accidents that result in physical injury to the employee or the immediate family of the employee, death of employee’s immediate family member when accompanied by other emergency hardships or death of an employee.

We also have a chaplain program and they have been able to help some employees with different situations.

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Goldman Sachs
Laura Young
Laura.Young@gs.com

We currently do not offer financial assistance for disaster relief or emergency assistance as a policy.

Although we do not offer financial support as a policy, we do offer access to firm resources. Some examples are - access to
corporate housing (employee would pay), extend access of back-up child care for more days if needed (subject to imputed tax), access to mental health support (already provided but bring this front of mind for people). There have been rare occasions where a division has wanted to pay for some expenses during a crisis (e.g., funeral expense for a child of an employee who is on expat assignment) but these are all case-by-case exceptions and subject to imputed tax.

<table>
<thead>
<tr>
<th>Company</th>
<th>Contact Information</th>
<th>Program Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intel</td>
<td>Kate Nason, <a href="mailto:kathryne.nason@intel.com">kathryne.nason@intel.com</a></td>
<td>We have an ad hoc program, not a formal one, that helps with issues like the ones stated below.</td>
</tr>
<tr>
<td>Prudential</td>
<td>Maureen Corcoran, <a href="mailto:maureen.corcoran@prudential.com">maureen.corcoran@prudential.com</a></td>
<td>We do not have such a fund. We do have the option of salary advances.</td>
</tr>
<tr>
<td>Sandia National Laboratories</td>
<td>Morgan Edwinson, <a href="mailto:muedwin@sandia.gov">muedwin@sandia.gov</a></td>
<td>Sandia does not have any programs for disaster relief.</td>
</tr>
<tr>
<td>University of Kentucky</td>
<td>Erika Chambers, <a href="mailto:erikachambers@uky.edu">erikachambers@uky.edu</a></td>
<td>We have an emergency assistance program that is funded through faculty and staff donations. These are tax deductible and donations can be one-time or recurring through payroll deduction. The annual cap is $500. This program was created in partnership with the Work-Life Office and the University’s staff senate (they are like an employee resource/advocacy group). It is currently managed by staff senate and all applications for assistance are reviewed by a committee of 5 faculty and staff members. Here is the CRISIS website with additional information &gt;&gt; <a href="http://www.uky.edu/staffsenate/crisis">http://www.uky.edu/staffsenate/crisis</a></td>
</tr>
</tbody>
</table>
1. Yes. We have a fund to help an employee with a hardship; a situation caused by sudden, unforeseen or unexpected circumstances.

We do not promote or market the fund. There is no official application. Employees are referred to the EAP for help, and EAP looks at each situation on a case by case basis in a confidential manner.

2. The program is primarily funded by the Wegman family. However, a couple of events are held where the proceeds go to the fund. For example, any proceeds from our company Christmas party go to the fund, and our Indirect Procurement Department holds an Annual Garage Sale to clean out unused or obsolete items, and the proceeds of that sale go to the fund.

3. Categories of financial need we MAY provide reimbursement for
   a. Natural disasters
   b. Funeral expenses for immediate family member* or an employee
   c. Emergency travel
   d. Necessary equipment
   e. Housing/utilities
   f. Car repairs
   g. Illness – disability/loss of income or expenses due to illness

4. We do not have an annual or lifetime cap. Each situation is looked at on a case by case basis. We strive to be consistent and fair. Typically, it is a one-time gift although exceptions are made.

5. All employees are eligible.

*Family member is defined as parent, grandparent, spouse or domestic partner, child, stepchild, grandchild, sibling
EMPLOYEE DISASTER RELIEF FUNDS

BACKGROUND

When an employee encounters an emergency, the impact can radiate to fellow employees and the employer in the form of weakened morale, performance, absenteeism, turnover and costs (Emergency Assistance Funds (EAFs) for Employee Hardship and Disaster Relief: Legal, Tax and Design Considerations, Planned Giving Design Center, May 2012).

To address emergencies, employers may establish a tax-advantaged employee crisis fund to help employees cope with financial problems (Crisis Fund: What is a tax-advantaged employee crisis fund, and what are the guidelines for establishing such a fund?, SHRM, October 2014).

- To set up tax-advantaged funds, the employer first sets up a nonprofit entity that receives contributions and disburses grants (not loans) to employees.
- When a fund operates through a qualified nonprofit setup, contributions are tax-deductible, and employees are not subject to tax on the grants they receive.
- An alternative to tax-advantaged funds is providing employees with interest-free loans or monies directly from the employer. These programs, however, are usually considered taxable income for the employee.
SURVEY: DISASTER RELIEF AND EMPLOYEE HARDSHIP FUNDS

In 2013, the Association of Disaster Relief and Emergency Assistance Fund surveyed 433 corporate foundations, collecting data for 100-125 assistance funds (An Environmental Scan of Disaster Relief and Employee Hardship Funds, Emergency Assistance Foundation Inc., October 2013).

- The survey provides a general landscape of disaster relief funds in U.S. companies, including details on maximum/minimum grant amounts, funding methods, types of disasters covered, and corporate best practices.

CASE STUDIES

The Planned Giving Design Center outlines two anonymous, real-life case studies of employee disaster relief funds (Emergency Assistance Funds (EAFs) for Employee Hardship and Disaster Relief: Legal, Tax and Design Considerations, Planned Giving Design Center, May 2012).

1. University Benevolent Fund
   - The Employee Emergency Assistance Program at a major university uses part of the university’s charitable fund to assist university employees who have experienced emergency situations that require them to seek financial assistance.
   - Decisions regarding the solicitation and distribution of funds are made by a council of university employees representing all areas of the university including the university’s Hospital/Health System, Academic Programs, Health Services Foundation, and Central Administration.
   - The Fund relies on employee donations, which are typically made via payroll deduction. The university also conducts an annual campaign.
     - These employee donations are tax-deductible, while the grants are considered taxable income.
   - Eligible incidents must be unexpected circumstances that arise outside of the employee’s control and cause economic hardship, including:
     - Medical expenses not eligible for reimbursement by insurance
     - Housing (rent and/or mortgage)
     - Utilities (water, gas, electric)
     - Other essential necessities
   - The maximum allowable grant is $1,250 per incident.

2. Bank Employee Assistance Fund
   - An Employee Assistance Fund for a large national bank was created in 2008.
   - The Fund relies on employee donations, which are made via payroll deduction, check or marketable securities. The bank conducts an annual campaign and matches all new and increased contributions.
     - The Fund has raised more than $1,500,000.
Employee donations are tax-deductible, since The Fund is part of a third-party Foundation (501(c)(3) charity).

- The Bank uses a third party public foundation in order to provide anonymity (needed for legal requirements, while also allowing employees to feel the application and selection is truly anonymous), to make donations tax-deductible, and for an efficient and cost-effective process.

- **Eligible incidents must be unexpected circumstances that arise outside of the employee's control and cause economic hardship**, including:
  - Medical expenses not eligible for reimbursement by insurance
  - Housing (rent, mortgage and/or security deposit)
  - Utilities (water, gas, electric)
  - Food
  - Other essential necessities

- The maximum allowable grant is $15,000 per incident.

The Tractor Supply Company Employee Assistance Fund provides short-term, emergency support to Tractor Supply Company employees or eligible dependents. This support is for those who are facing serious financial hardship as a result of certain unforeseen and unpreventable circumstances and cannot afford housing, utilities, food, clothing and other basic living expenses (The Tractor Supply Company Employee Assistance Fund, accessed February 2016).

- Tractor Supply Company Team Members may contribute to the Fund in support of fellow Team Members.
- **The maximum grant amount available for assistance is $2,500.**
- The Fund covers the following 4 categories:
  - Natural Disaster: such as a wildfire, flood, tornado, hurricane, severe storms or earthquake, that have damaged or destroyed the employee’s primary residence.
  - Life-Threatening or Other Serious Illness or Injury: employee, spouse, or eligible dependent(s)
  - Death Incident: employee, spouse, or eligible dependent(s)
  - Catastrophic or Extreme circumstances: including but not limited to fire, major home damage that could not be prevented, or serious crime against the employee (robbery, arson, assault, domestic abuse, or another reportable crime) that impacts the ability to afford basic needs.