



## *Fork over Change*

Effective January 1, 2018

### **The Benevolence Fund**

You, our employees, have been and always will be the foundation of our shared success. At St. Elmo Steak House, Harry & Izzy's and Burger Study, coworkers become friends, and many, with time, like family. We wish to build and support this community, and so, among other initiatives, facilitate a fund for temporary financial support to our employees in times of crisis.

It is our hope that – together – we will be able to provide temporary financial relief to any employee facing overwhelming financial hardship due to certain emergency situations.

### **A Team Effort – Making Dollars from Change**

#### *Employee Contributions*

All employees are invited to contribute to Huse Culinary's Employee Benevolence Fund – either through a regularly occurring payroll deduction or through occasional donations.

A payroll deduction may be initiated by you at any time, and may be ongoing or a one-time gift. Ongoing donations may be adjusted or stopped at any time by completing another Payroll Deduction Authorization form at least two weeks in advance of any desired change, to allow sufficient time for processing. These forms are available on the St. Elmo Steak House and Harry & Izzy's websites in the employee portal.

You may also donate to the fund (anonymously) at any time you wish through the Loomis machine. When inserting bills into the machine, simply press 9111.

Participation in Fork over Change is voluntary, and will have no impact on your employment or your eligibility to receive support, should you find yourself with a qualifying need.

#### *Company Contributions*

The Company will simultaneously contribute to the Fork over Change fund, making a monthly donation on behalf of each of its restaurants, as well as the corporate office.

### **Beneficiaries**

All Huse Culinary employees, approximately 500 among St. Elmo Steak House, Harry & Izzy's (Circle Centre and Northside), Burger Study and the corporate office, are eligible to apply for emergency assistance from the fund.

Assistance from the benevolence fund is intended to be a one-time gift. In unusual circumstances, the review committee and/or the Company (in authorizing a match or contribution) may decide to help more than one time. However, under no circumstance is a gift from the benevolence fund to be considered a loan.

Please note that your contributions will go into an umbrella assistance fund, and that these funds will be disbursed upon review of submitted applications by the Fork over Change review committee. Funds may not be earmarked for a specific recipient.

While we strive to help all qualifying applicants, please also note that, because the level of demand on the fund cannot always be anticipated, receipt of assistance is not guaranteed.

## Assistance Limits

The typical cap on assistance per employee is the lesser of either 20% of the assistance fund or \$3,000. This amount is a cumulative cap per employee, in the unusual case of someone who receives more than one gift from the fund.

In very unusual circumstances, individuals in need of substantial funds (above the typical \$3,000 limit) can continue to be assisted up to whatever limit the Fork over Change review committee deems appropriate. Such cases would be reviewed carefully, and when appropriate, additional accountability would be requested.

## Donations

The names of all employee donors will be included in an annual program report. If you would like to remain anonymous, or if you would like to contribute in honor or in memory of someone, please indicate on your Payroll Deduction Authorization form. If making a contribution in honor or memoriam, your dedication will be included in the annual report.

## Qualifying Needs

The purpose of Fork over Change is to assist in meeting the Company's employees' needs in a **crisis** situation. Normally, these needs result from situations such as:

- An employee or immediate family member affected with a serious illness
- An employee or immediate family member (i.e. spouse or partner) on prolonged sick leave without pay
- An employee requiring a supplement to dispersed workers' compensation funds
- An unexpected death of an employee (in this case, an immediate family member may request assistance on behalf of the survivors) or within the employee's immediate family
- An employee unexpectedly affected by a natural disaster or other similarly unforeseeable circumstances

And may relate to assistance to go toward:

- Lodging
- Food
- Clothing
- Medical treatment
- Transportation to or from a place of employment
- Funeral expenses
- Initial evaluation and professional counseling appointments

Needs that may **not** be met by this fund include:

- School expenses
- Business ventures or investments, or anything that brings financial profit to the individual or family
- Credit card payments (with certain exceptions when the credit card was used in a crisis or emergency)
- Needs of individuals wanted by the law and/or for payments, in the form of fines, for example, as a result of breaking the law
- Legal fees
- Penalties relating to late payments or irresponsible actions
- Private school fees or tuition
- Child support

These lists are not comprehensive. If you have an emergency need not found above, please contact [forkoverchange@huseculinary.com](mailto:forkoverchange@huseculinary.com) for guidance as to whether you may qualify.

Please note that the benevolence fund is intended to provide temporary assistance for employees experiencing crisis situations affecting their immediate family (spouse/partner and any minor dependents) only.

## **How It Works**

Any employee interested in applying for assistance in a time of need must complete a Request for Assistance application. An employee's General Manager may also submit a Request on his/her behalf. This application is accessible on the St. Elmo and Harry & Izzy's websites in the employee portal or upon request from the HR Department, by emailing [forkoverchange@huseculinary.com](mailto:forkoverchange@huseculinary.com). When complete, this form must be submitted to the Fork over Change review committee at [forkoverchange@huseculinary.com](mailto:forkoverchange@huseculinary.com).

The review committee recognizes that employees applying for assistance are typically facing an urgent need. As such, it will strive to review your application and return a decision to you within a week of application. You may check on the status of your application at any time by emailing [forkoverchange@huseculinary.com](mailto:forkoverchange@huseculinary.com).

If the committee decides to grant assistance, it will authorize the release of the approved funds from the Fork over Change pool.

When review is complete, you will be notified of the decision, and, where assistance is granted, funds will be either disbursed directly through payroll (taxes withheld) or sent directly to the relevant creditor, when requested. Please note, when disbursed directly to creditor, Huse Culinary is not responsible for further payments.

Those requesting help must be willing to give the Company permission to contact relevant parties and/or follow up on any of the information provided to the review committee. This will be done discretely, with confidentiality preserved to the extent possible, except as required by Company policies and procedures or by law.

The Fork over Change committee fully adheres to the Company's non-discrimination and equal opportunity policies in its review process.

## **Committee Structure**

The Fork over Change review committee is comprised of President & Co-Owner (Craig Huse) or his designated representative, Chief Financial Officer (Jamie Blake) or his designated representative, Director of Operations (Leanna Chroman), Human Resources representative, and General Manager of restaurant if applicable.

## **Reporting**

An annual report will be published reporting the total amount contributed by employees and the Company that year, and both the total number of disbursements for the year and the total dollar amount of assistance granted throughout the year.