

L&R Team Member Care Fund



Purpose: The Care Fund is composed of voluntary employee donations and matched by the company in a multiplier. The fund is used to support colleagues in financial need due to an unexpected event. The company replenishes the fund every year and it is managed by the Caring Team.

Empowerment

Team members help each other, leveraged by the company's fund

Love

Remind team members how they make each other strong and of our core value of love

Delegation

The Caring Team evaluates requests for assistance and determines the amount granted for each case, disengaging the CEO from being the sole decision point for aid to team members

Criteria:

- Any team member may submit another team member's name for consideration due to financial hardship.
- The Caring Team circulates a "Care Fund Envelope" bi-weekly to request donations from other team members to help team members in need. All donations are completely voluntary but names are recorded for who contributes.
- The Caring Team then adds funds from the Care Fund. The amount added is based on the amount collected from the other team members.
- When the Care Fund started L&R Pallet matched dollar for dollar. After a few years of great participation, L&R Pallet will match team member donations every \$200.
- The Care Fund typically assists employees under any of the following situations:
 - Employee is on FMLA leave to care for sick child, spouse or parent
 - Employee is out of work, sick for 5 or more days with no vacation remaining
 - Employee has a death in the family
 - Employee experiences unforeseen emergencies, such as house/car repair
 - Medical/hospital bills
 - Family/Children needs
 - Household requests, including heaters and mattresses

Eligibility:

A team member is eligible to receive funds and support from the Care Fund when they are

- Active, full-time and part-time salaried and hourly employees
- A team member must have contributed to receive funds from the Care Fund
- A team member is eligible starting on their first day of work

Other Considerations:

Nominations can be verbal or written to the Care Team

Money that came from other employees is a gift and not subject to taxation. The company simply collects and passes it on to the beneficiary.

Money paid from the company to the employees from this fund is considered income and will be reported as wages as required by law. However, the amount will be grossed up to cover payroll taxes.

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LOVE. HONESTY. COURAGE. EXCELLENCE.