



## Fork Over Change

Est. 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, 1933 Lounge, HC Tavern & Kitchen, PNC Support Office, HCBJ Spirits, St. Elmo Foods, 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 assistance 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, Inc.'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 Huse Culinary website employee portal.

You may also donate to the fund 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.

#### *Huse Culinary Contributions*

Huse Culinary will contribute to the Fork Over Change fund, making a monthly donation on behalf of each of its restaurants and the corporate office.

When servers/bartenders utilize the \$1 charge button, which allows an employee or guest to leave a tip on their credit card after the bill was fully paid via gift card, the \$1 charge will go into the Fork Over Change fund.





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.

## 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 to honor or in memory of someone, please indicate on your Payroll Deduction Authorization form. If contributing in honor or memoriam, your dedication will be included in the annual report.

## Beneficiaries

All hourly and salary Huse Culinary employees are eligible to apply for emergency assistance from the fund.

Assistance received from the benevolence fund is intended to be a one-time gift. In unusual circumstances, the review committee and/or the organization (in authorizing a match or contribution) may decide to help more than once. Distributions from the Fork Over Change benevolence fund is considered a gift, not a loan.

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 \$3,000 within 24 months (2 years). 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 documentation might be necessary.

## Qualifying Needs

Fork Over Change is to help meet the organization's employees' financial needs in a crisis. Normally, these needs result from situations such as:

- An employee or loved one affected with a serious illness or injury
- 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 or within the employee's immediate family
- An employee unexpectedly affected by a natural disaster or other similarly unforeseeable circumstances





- An employee's household income has been affected due to a crisis

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, because of breaking the law
- Legal fees
- Penalties relating to past due payments or irresponsible actions
- 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.

*To qualify for assistance, applicants must be employed by Huse Culinary for a minimum of 90 days and be considered in good standing by their supervisor.*

## How It Works

Any employee interested in applying for assistance in a time of need must complete a Request for Assistance application or a request can be submitted on their behalf. This application is accessible via Beekeeper in the "Employee Links" section under the link, *Fork Over Change (Benevolence Fund)* or upon request from the HR (Human Resources) Department, or by emailing [forkoverchange@huseculinary.com](mailto:forkoverchange@huseculinary.com). When complete, this form will be submitted to the Fork Over Change review committee.

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 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 the 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.

Those requesting help must be willing to give Huse Culinary 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 will always include at least three representatives of Huse Culinary and at least one manager from each location. All information will remain confidential.

### **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.

**[By clicking here, you are accepting these guidelines to apply for Fork Over Change assistance.](#)**

