

# HARDSHIP FUND

Lochmueller Group, Inc. is committed to making a difference in the lives of our employees and their immediate family members by providing support in the event of a medical emergency or catastrophic event through donations by the company and fellow employees of Lochmueller Group. Donation funds will be used to assist employees who have a need resulting in a financial burden. The stated guidance does not override or otherwise impact FMLA policy, provisions, or entitlement.

To be eligible for Hardship Payments, you must be an active employee of Lochmueller Group.

The Employee Hardship Committee will consider requests for the following hardships (provided funds are available):

- Death of an immediate family member
- Severe illness or accident of employee or immediate family member
- Experience a disaster such as a fire, crime, flood, or natural disaster

Family members are defined as the following:

- Child: A biological, adopted, foster or step-child, or a child for whom a person has legal custody
- Dependent: An individual meeting the criteria used by the Internal Revenue Service
- Spouse: A legally married spouse
- Parent: A biological, legally adopted, step-parent or in-law

The employee or another team member on behalf of the employee will submit a written request for the Hardship Committee to review. All applications will be evaluated on a case-by-case basis taking into consideration the circumstances and related financial needs. Once a determination is made, Human Resources will communicate details of an approval or denial and any payout to the employee. Any payments made from the Hardship Fund will be processed as non-wage compensation.

Employee abuse, including misrepresentation, will be cause for discipline, up to and including termination of employment. The company reserves the right to deny approval of a hardship application for any legitimate reason. The hardship program is intended as a personal benefit to the individual employee involved and is not assignable to any other person.

To Access: Log into UKG go to myself > giving and click on the 2022 hardship fund. For every biweekly paycheck you can donate 1 pay or each regular pay.