



BENEVOLENT
F U N D

Caring Activity



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OVERVIEW

His Way At Work is a non-profit organization, a 501(c)(3) whose mission is:

Inspiring and helping Business Leaders to improve their workplace by having God at the center and caring for people as He did to create Eternal Value.

This pamphlet describes a specific Caring Activity from a long list of Caring Activities that His Way At Work has compiled over the years from different companies.

A Caring Activity is any company's program designed to:

- Encourage employees to live the company's values in their daily activities
- Demonstrate to employees that they are appreciated by the company where they work
- Inspire employees to actively care for and help each other

The description of the Caring Activity in this document is a general guideline. Each company will adapt the specific criteria based on its particular needs. His Way At Work coaches are available to help you customize Caring Activities for your company.

Some Caring Activities may require compliance with Human Resources (HR) regulations and should be reviewed with your Legal support.

All suggested dollar amounts in this document are in US dollars.

INTRODUCTION



The Benevolent 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.

OBJECTIVES

Empowerment

Employees help each other, leveraged by the company's fund.

Teambuilding

Remind employees how they make each other strong.

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 employees.

GENERAL CRITERIA

- Any employee may submit another employee's name for consideration due to financial hardship.
- The Caring Team circulates a "Benevolent Envelope" to request donations from other employees to help the employee in need. All donations are completely voluntary.
- The Caring Team then adds funds from the Benevolent Fund. The amount added is based on the amount collected from the other employees.
- Companies generally begin the first year by contributing twice as much as the employees collected. Over time the company may increase the multiplier.
- The Benevolent Fund typically assists employees under any of the following situations:
 - Employee is on FMLA¹ leave to care for sick child, spouse or parent
 - Employee is out of work, sick for 5 or more days with no vacation remaining
 - Medical/hospital bills over \$500 (documentation required)
 - Employee has a death in the immediate family (as defined in Bereavement Policy², subject to approval by Caring Team)
 - Employee experiences unforeseen emergencies, such as house fire

1. FMLA stands for Family Medical Leave Act.

For more information go to:

<https://www.dol.gov/whd/fmla/employeeguide.htm>

2. Bereavement Policy may vary from company to company.

ELIGIBILITY

An employee is eligible for a Benevolent Fund under any of the following cases:

- Active full time and part time salaried and hourly employees
- Employee must have worked for the company for at least 3 month employees to help the employee in need. All donations are complete voluntary
- Temporary employees are eligible as long as they have been employed for at least 90 days
- Employees on an approved Leave of Absence
- Surviving dependents or family members of an eligible employee if death occurred within a time frame of 6 months or less

OTHER CONSIDERATIONS

- Employees may not:
 - submit themselves for consideration
 - contribute to their own collection
- The nomination form (Appendix B) must be completed and include signature of person submitting the nomination.
- 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.

CARING MATRIX CLASSIFICATION

Type of Caring Activity

- Relief
- Rehabilitation
- Development

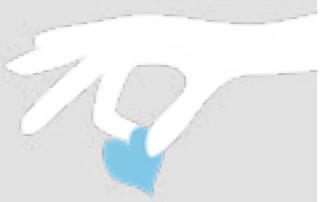
Target Audience

- Employee
- Family
- Community

Target Needs

- Physical
- Emotional
- Spiritual

Refer to Appendix A.



A

APPENDICES

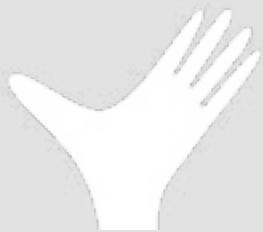
Caring Matrix

B

Nomination Form

C

Share Your Experience

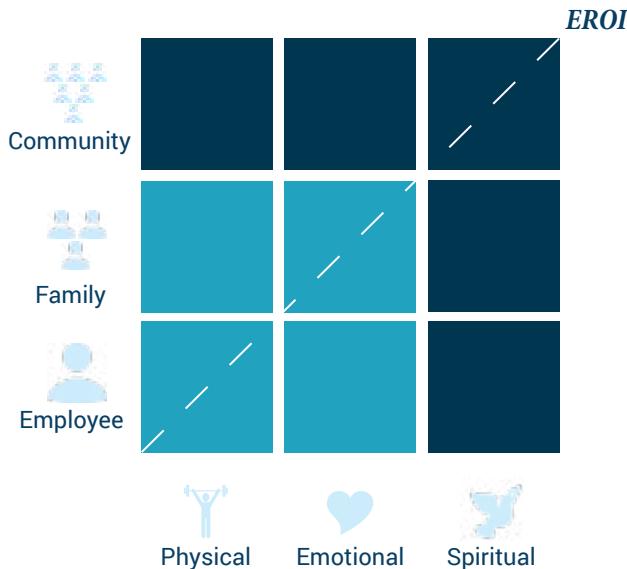


APPENDIX A

Caring Matrix



BENEVOLENT
FUND



- Relief (Reactive)
- Rehabilitation
- Development (Proactive)

APPENDIX B

Nomination Form



Benevolent Fund
NOMINATION

Outro:

Beneficiary: _____

Please describe purpose/reason for pooling of funds:

Please sign as an acknowledgement that you have read this form.
Contribution is voluntary. If you choose to donate, please place your contribution in the envelope.

Thank you!

Crucial Team Facilitator

APPENDIX C

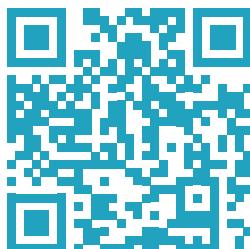
Share Your Experience

This resource has been made possible by the input of caring companies like yours. We would love to hear about your experience and learn from the best practices you develop through your Benevolent Fund.

Please go to the web page:

hwaw.com/caring-activity-feedback/

or scan the QR code:



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