



Restoration Fund Policy & Guidelines

1. Purpose

The Jasper Restoration Fund (“Fund”) is an employee-supported emergency assistance program funded through company-sponsored events and voluntary employee contributions.

The purpose of the Fund is to provide short-term financial assistance to eligible employees and their dependents who are experiencing a significant and unforeseen financial hardship due to circumstances beyond their control.

The Fund is intended to serve as temporary support during genuine emergencies and is not a substitute for ongoing income or benefits.

2. Eligibility

Applicants must meet the following criteria:

- Be a current Jasper employee employed for at least six (6) consecutive months; or
- Be a spouse or dependent child of a current eligible employee.

Employees must be in good standing at the time of application.

3. Definition of Financial Hardship

A qualifying financial hardship is a recent, unforeseen, and unavoidable event that:

1. Occurred within the past six (6) months; and
2. Substantially impacts the employee or dependent’s health, safety, or basic living needs.

Qualifying events may include, but are not limited to:

- Natural disasters or home catastrophes (e.g., fire, flood, tornado)
- Serious illness or injury
- Victim of crime, including domestic violence
- Other extraordinary circumstances as determined by the Committee

4. Medical-Related Expenses

Medical-related financial hardships may be considered when:

- The condition is serious and/or unexpected;
- Expenses remain after insurance, workers' compensation, health savings accounts (HSA), flexible spending accounts (FSA), spousal insurance coverage, and other available benefits have been applied; and
- The remaining out-of-pocket costs, including travel for medical treatments, create a significant financial burden.

The Fund is not intended to cover:

- Routine medical, dental, or vision expenses.
- Standard copays or deductibles that do not create substantial hardship.
- Elective or cosmetic procedures.
- Expenses fully covered or reimbursable by insurance or other benefit plans, including accident insurance.

5. Restrictions

The Restoration Fund may not be used for:

- Replacement of lost wages due to reduced hours, unpaid leave, or exhausted PTO.
- Ongoing living expenses unrelated to a qualifying emergency.
- Expenses already reimbursed or eligible for reimbursement from another source.
- Paying medical deductibles.
- Expenses for which the employee has received a hardship withdrawal from the company 401(k) plan for the same purpose.
- Funeral expenses covered by company-paid life insurance benefits.

6. Application & Review Process

- Employees may submit one request per household within a rolling twelve (12) month period.
- The same financial hardship event may not be submitted more than once.
- Applications will be reviewed confidentially by the designated Restoration Fund Committee.
- The Committee may request documentation to verify the hardship.
- Grant decisions are final and not subject to appeal.

All awards are made at the sole discretion of the Committee. Approval is not guaranteed.

7. Award Amounts

Financial assistance may be awarded in any amount up to a maximum of \$2,500 per approved application.

The Committee may determine award amounts based on available funds, documented need, and overall program sustainability.

8. Administration & Discretion

The Restoration Fund Committee reserves the right to interpret and apply these guidelines in its sole discretion.

Nothing in this policy creates a contractual right or entitlement to financial assistance. The Fund may be modified, suspended, or discontinued at any time.