



# The Golden Rule Assistance Fund

Approved 9.13.2023

## **Objective/Purpose**

The Nelson-Jameson Foundation Golden Rule Assistance program helps employees of Nelson-Jameson, Inc. and subsidiaries that are impacted by a local, state, or federally declared disaster or emergency.

Family consists of a spouse and their children, step-children or legal dependents.

Grants of up to \$2,000 will be awarded depending on the specific emergency, the number of family members affected, and funds available. Funds awarded are to be used for the basic needs of families affected and will be paid directly to service providers, not to employees. Grants can be used for mortgage or rent, utilities, construction or rebuilding needs, medical care not covered by insurance, or other expenses related to the emergency.

## **Scope**

Individuals must be employed full-time for a minimum of 90 days. Only an employee may apply for the program and in the situation where the employee is unable to apply, the spouse of the employee may apply.

## **Process**

Once a disaster, pandemic or other emergency is declared, employees impacted by the emergency can apply for Golden Rule Assistance. A committee of employees, along with two Foundation Board members appointed by the President, will review the application and make the determination of award. The committee must be comprised of a majority of non-management employees and approved by the Foundation Board of Directors.

The application is available on the Nelson-Jameson Foundation website. Should the website not be in operation due to the emergency, a paper application will also be accepted. Only the employee may apply for funding; in a situation where the employee is unable to physically apply, a spouse/domestic partner may fill out the application. A copy of the bill(s) needing to be paid due to the emergency must also be provided.

A determination will be made as quickly as possible. All eligibility and award decisions are at the sole discretion of the committee. Decisions will be final and binding and will set no precedential

effects on future decisions. Any employees who provide false information in connection with their request for a grant is subject to disciplinary action.

Nelson-Jameson, Inc. maintains an Employee Assistance Program (EAP) which may serve as a resource when an employee is experiencing a severe financial hardship for additional resources available.

The Nelson-Jameson Foundation, Inc. at all times endeavors to follow the requirements of the Internal Revenue Code and the guidance of the Internal Revenue Service (IRS) on employee crisis assistance funds. The IRS guidance indicates that assistance provided to an employee by a support fund that follows the IRS requirements results in no taxation to the employee receiving the funds. However, employees are encouraged to contact their tax advisor for taxation assistance.

Employees of Nelson-Jameson, Inc. and Next Logistics, LLC are encouraged to contribute to the Golden Rule Assistance Fund. Donations made by employees are tax deductible as allowed by law and will be matched by Nelson-Jameson, Inc. and Next Logistics, LLC. Donations made by employees to this fund are in addition to the Foundation's Matching Gift Policy.