

TASC

POLICY AND PROCEDURE MEMORANDUM

Title:	TASC Responds to Employee Personal Emergencies
Purpose:	To define TASC policy related to responding to an emergency situation

Details:

TASC supports employees who are suddenly and adversely impacted by emergencies that may impact them either individually or impact the employee and their family. TASC responds to medical and catastrophic emergencies that have an adverse financial impact to the employee or the employee's immediate family.

TASC may choose to respond to these events in one of the following ways:

- **Monetary donation via the Employee Crisis Fund or other sources**
 - The TASC Employee Crisis Fund will provide monetary support of up to \$5,000 to employees and community members facing financial difficulties associated with qualified disasters and personal hardships.
 - The fund seeks to provide financial assistance to address uninsured needs not covered by other community programs or social services.
 - The fund is supported by contributions from employees and others wishing to assist individuals experiencing financial hardship, as well as discretionary contributions made from time to time by TASC.
 - In order to receive assistance from the fund, applicants must submit an application including documentation that the emergency situation has caused the individual financial hardship that cannot be covered by their income. Applications are available by contacting Human Resources.
 - All applications will be reviewed by an internal committee to determine if the individual's situation is of such a magnitude or severity that it is unlikely that the individual has sufficient resources to satisfy basic needs without assistance.
 - Applicants must be in need of immediate assistance for basic living necessities in connection with qualified disasters or personal hardship such as:
 - Qualified disaster:
 - results from terrorist or military actions
 - results from an accident involving a common carrier
 - is a Presidentially-declared disaster
 - is deemed catastrophic by the Secretary of the Treasury

- **Personal hardship:**
 - serious illness or injury
 - undue hardship not caused by applicant
 - fire, flood or natural disaster
 - military deployment
 - violent crime
 - death
- **Donations solicited from other employees who wish to assist**
 - A committee comprised of the employee's manager/director, Human Resources Department, respective organizational Vice President and a representative from the Finance department will make the final decision regarding donations and if/how they will be solicited and distributed.

In any event, TASC will assist the employee and their family to the best of our ability based on the circumstances.