

Are You a HealthPRO[®] Heritage Employee?
Have You Tested Positive for COVID-19?
We are Family. And We Can Help.



I would like to extend my deep felt appreciation for HealthPRO's support. Please make sure the committee knows that what they are doing makes a difference in the lives of those they are helping and sets HealthPRO apart as a company. Thank you again. – K.E.



Oh my goodness, are you kidding me! That is so beyond gracious! Wow, thank you so very much! **I am forever grateful!** – K.B.



I was surprised how quickly I received [the money]. Thank you for your efforts. I am so grateful!! Needed good news. This relief money will definitely help. – M.H.



Thank you for all of your help as I was home recovering from illness. I wanted to let you know received the supplemental money for disaster relief. I appreciate the financial support at this difficult time. **Your assistance really made a difference for my family.** I am proud to work for HealthPRO Heritage. – M.T.

**HEALTHPRO® HERITAGE
QUALIFIED DISASTER RELIEF PAYMENT POLICY
AND REQUEST FORM**

Purpose

This policy outlines the process by which HealthPRO Heritage (the "Company") will make qualified disaster relief payments to employees experiencing hardship following a COVID-19 diagnosis.¹

Eligibility

At this time, employees who have suffered financial hardship as the result of being diagnosed with COVID-19 are eligible to receive qualified disaster relief payments.

Covered Expenses

Qualified disaster relief payments will only be made for reasonable and necessary personal, family, living, or funeral expenses incurred by an eligible employee as a result of the COVID-19 pandemic, and only to the extent such expenses are not covered by insurance or similar assistance. Such expenses may include unreimbursed medical expenses (e.g., copays, over-the-counter medication), child care and other dependent care expenses, remote-working expenses (e.g., home internet and home office expenses), personal and home care (e.g., disinfectant supplies and hand sanitizer), and transportation expenses related to treatment or work relocation, among other expenses. Qualified disaster relief payments will not be made to replace wages or other income.

Payment Determinations

A Qualified Disaster Relief selection committee (the "Committee") will review and make award determinations on a case by case basis. An employee wishing to request assistance may do so on the attached form. The Committee will consider all requests, although no payments are guaranteed.

Tax Treatment of Payments

Under Internal Revenue Code section 139, qualified disaster relief payments are not treated as wages and are not subject to federal withholding or reporting. Such payments may be treated as wages for State purposes, and may be subject to State withholding and reporting.

Ongoing Review of the Policy

The COVID-19 pandemic is a rapidly evolving situation, and the Company is continuing to evaluate the best ways to assist employees during this time. This policy will be reviewed on a regular basis. The Company reserves the right to amend, modify or terminate the policy in its discretion, and cannot guarantee that requests will be granted.

Questions

All questions regarding this policy or its application should be directed to the Committee.

(Relief Payment Request Form on following page)

¹ This policy may be expanded to apply more broadly to employees experiencing hardship from the COVID-19 pandemic.

QUALIFIED DISASTER RELIEF | PAYMENT REQUEST FORM

Employee Name _____

Have you been diagnosed with COVID-19? _____

Please describe why assistance is requested and the expenses you wish HealthPRO[®] Heritage to cover:

I hereby request a qualified disaster relief payment. I understand that the HealthPRO[®] Heritage Qualified Disaster Relief payments may only be used for reasonable and necessary personal, family, living, and similar expenses incurred by an eligible employee as a result of being diagnosed with COVID-19, and only to the extent such expenses are not covered by insurance or similar assistance. I understand that HealthPRO[®] Heritage cannot guarantee that my request for a qualified disaster relief payment will be granted and that any payment may be subject to State income tax withholding.

Signature

Date

Print Name

Email completed form to: HR@healthpro-heritage.com