



Davey Tree Employee Emergency Assistance Program Eligibility Guidelines

Employee Eligibility

All Davey Tree Expert Company employees are eligible to apply if they are an active employee with Davey Tree including on paid or unpaid leave, short-term disability, with at least 120 days of service at Davey Tree. ^ Requested expenses must be the result of an event that has occurred after the employee's hire date. Interns and retirees are not eligible to apply or to receive assistance.

Davey Tree employees are eligible to receive no more than **\$3,000 in one calendar year and no more than \$6,000 in their lifetime**. Davey Tree employees may apply and receive support infinite times, up to maximum amounts.

Eligible Assistance

Davey Tree Employee Emergency Assistance Program will support employees who experience financial hardship resulting from an unexpected emergency hardship or qualified disaster. In these instances, this fund will provide grants at a minimum of \$250 and no more than \$3,000 for food, shelter and other basic needs with proper documentation to employees who qualify for such grants and to the extent that funds are available each year.

Emergency Hardships such as illness, death in the family, or other sudden, severe, overwhelming and unexpected event that is beyond the individual employee's control and which results in their inability to provide basic life necessities for that individual and their immediate family/close relative.

Qualified Disasters include natural disasters such as a disaster resulting from an act of God as in the case of a hurricane, tornado, earthquake or flood or a personal disaster such as a house fire; or a qualified disaster such as a disaster caused by terrorist or military action or otherwise deemed to be qualified disaster by the federal government such as a devastating hurricane or pandemic.

Below are eligible qualified disasters and emergency hardships:

Qualified Disaster^

- Acts of Nature/Government declared disaster that affect an employee's primary residence (e.g. floods, lightning strikes, hurricane, tornado, ice storm, wild fires, earthquakes)
- Government-declared natural disaster or state of emergency
- Fire
- Any event determined by the Secretary of the Treasury to be of a catastrophic nature

Emergency Hardship

- Domestic abuse
- Physical abuse
- Crime
- Serious illness
- Accident
- Death of an employee, spouse/partner, or dependent
- Spouse/partner loss of job/income
- Loss of child support
- Military deployment

Below are eligible and ineligible expenses for Davey Tree Employee Emergency Assistance Program:

Eligible Expenses

- Food, clothing, temporary housing, child care, and reasonable evacuation expenses resulting from the Qualified Disaster or Emergency Hardship
- Reasonable repairs, essential appliances and furnishings, essential utilities, security deposits, and rent/mortgage assistance
- Car payment/car insurance, repairs other than routine maintenance or repairs, cost of public or commercial transportation, and cost of car rental
- Reasonable funeral, travel and burial expenses of an employee or their family member*
- Other reasonable necessity related expenses directly caused by a Qualified Disaster.

Ineligible Expenses for personal Emergency Hardships

- Non-essential household utilities (e.g. cable/satellite television, telephone, etc)
- Routine car maintenance
- Legal fees for criminal or non-safety related needs
- Wage garnishments, disconnection notices or eviction notices.
- Accumulated financial distress that results in your not having enough income to cover your regular monthly bills. Grants aren't available to resolve ongoing general financial problems.
- Credit card debt, vehicle purchases, home foreclosures or pay day loans
- Private school or higher education tuition

***Definition of a Davey Tree Employee Emergency Assistance Program Family Member:** Family member is defined as immediate family or close relative (including in-law/step) that is financially dependent on the employee and lives with the employee.

^Effective 9/1/23 – New guidelines include Canadian employees. All hardship events for Canadian applicants must have happened after 9/1/23.