

 Minds Over Matter Equal Opportunity Affirmative Action Employer	Employee Benevolent Fund Contribution Fund	Number: HR-FRM-018
		Revision: 4
		Approval Date: June-2012

The purpose of the Employee Benevolent Fund (E.B.F.) is to aid fellow employees financially when unexpected hardships occur to them and/or their family. The contribution amount is **\$2.50** per week. All participants to this fund will be kept confidential. Records are kept of distributions and will be available for review to fund participants. Distributions will be determined by the committee members based on need and circumstances.

Participation is on a totally voluntary basis.

This fund should not be considered insurance, workman's compensation or a savings plan. Everyone who contributes is not automatically guaranteed a distribution. If your employment with Barnhart is terminated; all contributions will remain in the fund. If you choose not to participate, you will not automatically be disqualified from receiving funds.

I WISH TO CONTRIBUTE \$2.50/WEEK TO THE E.B.F. I UNDERSTAND THAT IT WILL BE DEDUCTED FROM MY WEEKLY PAYCHECK AND WILL BE USED IN ACCORDANCE WITH THE GUIDELINES SET FORTH BY THE E.B.F. COMMITTEE.

Date

Print Name

Signature