

# Employee Assistance Fund

Unity of Purpose is part of our Vision – this includes helping each other in times of need. This charitable fund provides meaningful help exclusively to HNTB employees and is funded through donations from HNTB employees.

You may apply for tax-free cash grants if you face unexpected difficulties requiring financial assistance.



## Eligibility

You can apply for assistance if you're a regular, full-time or part-time employee working at least 20 hours per week and you have been employed with us for at least 90 days.

Qualifying events include:

- Serious illness or injury to you or your spouse, domestic partner, child or parent
- Natural disasters such as hurricanes or tornadoes
- Extreme circumstances such as a home fire
- Death of your spouse, child or parent
- Grants are available to surviving spouses/next of kin if an eligible employee passes away



## Apply for Assistance

After you apply online, your confidential, secure application is reviewed by Employees 1st, an independent, third-party company.

- Visit the Employees 1st portal and create your account.
- Complete the application. You will be asked to provide a description of the hardship, financial information such as household income and supporting documentation of your expenses.

