**BD Employee Disaster Relief Fund Overview and Guidelines**

BD has established the BD Employee Disaster Relief Fund with the Community Foundation of New Jersey. **The BD Employee Disaster Relief Fund (the “Fund”)** is designed to help eligible workers in the United States and Puerto Rico suffering from severe financial hardship short term in nature from a Presidentially declared disaster (“Qualified Disaster”).

The Fund can help eligible workers affected by a Qualified Disaster pay for basic living expenses not covered by insurance or help from other organizations including housing, home repair (**for primary residence only**), food, clothing and other basic living essentials. The Fund cannot pay to repair other property and cannot pay to replace non-essential items such as electronics. The intention of the Fund is to help those who have limited financial resources available to them and are experiencing significant pressure on the family’s financial resources resulting from the Qualified Disaster.

The Community Foundation of New Jersey administers the BD Employee Disaster Relief Fund and in its sole discretion determines incident eligibility and award amount. The Community Foundation staff is available to assist all applicants in this process.

**Program guidelines** restrict assistance to eligible workers experiencing severe financial need which can be documented and is a result of a Qualified Disaster. Severe financial need does not include:

* Needs met by other agencies or programs including employee benefits, FEMA disbursements, etc.
* Reduced hours worked or pay (lost compensation due to missed time from work
* Legal fees
* Expenses associated with divorce settlements or child custody cases
* Child care
* Items covered by insurance
* Insurance Co-pays, premiums or deductibles
* Items covered by Individual insurance policies
* Student loans
* Routine, on-going or long term medical expenses
* Elective medical procedures or those covered by insurance
* Credit card bills
* Property or income taxes
* Home foreclosure
* Routine car repair
* Accumulated financial distress or situations resulting from poor financial management
* Accidental damages due to negligence
* Travel expenses outside the Eligible Worker’s local area
* Damage to a non—primary residence
* Replacement of non-essential utilities, e.g., cable
* Replacement of non-essential items such as electronics

 **Eligibility**

Those eligible for consideration of a grant from the Fund are:

* BD regular active, full time employees who are not officer level or above who have been affected by a qualifying incident that resulted from a qualified disaster and the application must be filed within 120 days of the Qualified Disaster.
* BD regular active, part time employees who have been affected by a qualifying incident that resulted from a qualified disaster and the application must be filed within 120 days of the Qualified Disaster.

Maximum grant award is $5,000. The Foundation is responsible for the Fund and determines at its sole discretion eligibility and award amounts. Awards are based on the level of need and will vary.

An employee may receive a maximum of one grant per incident with a maximum of one grant for assistance per calendar year.

**Along with a payroll statement, supporting documentation** such as vendor documentation, receipts and/or quotes, lodging receipts in the case of evacuation, insurance claims, photographs, etc. **will be required prior to award disbursement**. The Community Foundation of New Jersey may request additional information or documentation.

Awards will be made payable directly to the vendor, such as utility company, mortgage holder, etc. In certain limited circumstances, an exception to this requirement may be made at the discretion of the Foundation.

Grants are contingent upon the availability of funds at any given time.

The Foundation will communicate with the Company Human Resources Department for the sole purpose to verify the applicant is an Eligible Worker.

**Donation Process**

Any individual or group can make a donation to the BD Employee Disaster Relief Fund; however, the use of any donation cannot be restricted to a specific individual.

Donations to the BD Employee Disaster Relief Fund can be made by credit card, check or marketable securities.

All donations to the BD Employee Disaster Relief Fund are deductible for U.S. income tax purposes under IRS regulations.

Credit card gifts can be made at the Community Foundation of New Jersey’s website where the gift can be directed to the BD Employee Disaster Relief Fund. Insert Link Here

Checks can be made payable to the Community Foundation of New Jersey with a memo listing the BD Employee Disaster Relief Fund and mailed to Community Foundation of New Jersey, Post Office Box 338, Morristown, NJ 07963-0338.

Gifts of marketable securities can be made by contacting the Community Foundation of New Jersey directly at 973-267-5533, extension 224 or 223.

Donations made by Company employees to the BD Employee Disaster Relief Fund may be eligible for a matching contribution to the Fund by BD. Please refer to the Company’s Matching Gift Guidelines.