



What is the Takeuchi Employee Care Fund?

Takeuchi has formed the **Takeuchi Cares Fund** to offer emergency financial assistance to **Takeuchi** employees facing an unforeseen hardship. The **Takeuchi Cares Fund** seeks to make a positive impact in teammates' lives by assisting in many need-based situations, such as providing shelter after a disaster or helping with the cost of burying a loved one.

The **Takeuchi Cares Fund** allows us to support one another. Lives can change in an instant because of one unforeseen event. By supporting the Fund, you can reach out to your fellow teammates when they need help the most and be confident that your donation will make a meaningful difference in the life of another associate.

Who is eligible to apply for emergency assistance from the Takeuchi Cares Fund?

All employees of **Takeuchi** are eligible to apply for assistance through the **Takeuchi Cares Fund**. Eligibility begins after six months of employment.

The funds requested must be for a qualifying *temporary** financial hardship triggered by a recent unforeseen event that has caused a financial hardship. Examples of hardships include but are not limited to:

- Medical or personal emergencies
- Home catastrophes
- Natural disasters
- Essential funeral expenses

**Temporary financial hardship means that you were able to manage your finances before but are now challenged to do so.*

How can I apply for assistance?

An Employee or a sponsor on behalf of an employee will need to complete an application to be considered for the relief fund - all information will be kept confidential.

How can I contribute to the Takeuchi Cares Fund?

Donations can be made in one of the following ways:

- Recurring Donation via Payroll Deduction
- One-Time Donation via Payroll Deduction

Is my gift tax-deductible?

The **Takeuchi Cares Fund** is managed by the North Georgia Community Foundation, which is a 501(c)(3) nonprofit charity. Donations from teammates made directly to the Fund are tax-deductible. Payroll contributions (per pay period and year-to-date) will appear on your paystub. You may use your year-end paystub as documentation of your donations when filing taxes.

What is the approval process?

Takeuchi has partnered with the North Georgia Community Foundation to assist with the implementation and execution of the **Takeuchi Cares Fund**. There will be an approval committee tasked with making informed, objective decisions about who will receive funds. Although there may be a clear need for assistance, not all applications and requests will be approved. If an application is found to contain misleading or false information, the application will be considered invalid.