



FirstBank Southwest

Member **FDIC** 

FAITH. FAMILY. BANK. FUND

GUIDELINES FOR EMPLOYEES

THE FUND

FirstBank Southwest has established the *Faith. Family. Bank. Fund* (the “Fund”) for the purpose of assisting Bank employees, their families, and the communities served by the bank who are confronted with various unexpected financial needs, as described in the Guidelines below. This program is to assist in unexpected financial hardships, not reoccurring efforts to make ends meet. For reoccurring concerns, employees should contact 211 Texas for ongoing assistance.

With the assistance of the Family Care Foundation (the “Foundation”), a Fund Committee comprised of Bank employees representing geographical areas of the Bank will accept requests from employees and will make recommendations regarding the granting of requests received. The Foundation is a local 501(c)(3) organization that will provide oversight and assist the Fund Committee by processing requests that are granted and issuing checks for those requests.

EMPLOYEE FUND REQUEST GUIDELINES

What Types of Requests Will be Considered?

- The following examples of assistance requests may be considered by the Fund Committee (note: this is not an exhaustive list):
 - medical expenses
 - house repairs
 - car repairs
 - funeral expenses
 - travel expenses (when related to medical or funeral needs)
 - other unexpected occurrences
- Requests will not be considered for “elective” medical procedures or “elective” house/car repairs or expenses.
- Requests from employees who were granted Fund assistance within the previous twelve (12) months will be considered on a case-by-case basis.
- Employees with reoccurring needs for assistance, such as utility bills, groceries, day care, etc. should reach out to 211 Texas.

Who May Submit a Request?

- Requests submitted by individuals who are not FirstBank Southwest employees will not be considered.
- The Fund Committee will consider requests submitted by employees on behalf of themselves or for an immediate family member. Immediate family member includes spouse/partner, child (natural children, stepchildren, adopted children, foster children, and children in the employee's legal custody or conservatorship), parent (or person serving in the place of a parent). Immediate family member requests will be considered on a case-by-case basis and granted based on the circumstances of the situation.
- If a Fund Committee member has need of assistance, the member may abstain from the Committee in order to have the request considered.
- The Fund Committee reserves the right to refer employees to other aid that may be available.
- Requests cannot be made on behalf of another employee. Employees must submit a request on their own behalf or on the behalf of their family member.

Request Review Process

- A Request for Assistance form is available to employees on the Human Resources Home page on the Intranet. Forms should be completed in its entirety and submitted to the Director of Human Resources, who will serve as the Chairman of the Fund Committee.
- The Fund Committee will convene to discuss each request submitted and all decisions reached will be by a majority vote. Requests will be presented anonymously to the committee. Only the Chairman or Vice Chairman of the Fund Committee will know the identity of the employee applying for assistance.
- When a decision is made to fund a request, the Fund Committee Chairman will send an email to the respective employee outlining the decision. The Fund Committee has the authority to fund a different amount than what is requested.
- The Fund Committee Chairman will coordinate with the Foundation regarding final authorization of the request and procurement of a check.
- *All requests submitted by employees will remain strictly confidential. Funds granted will be distributed to the employee with the utmost discretion.*

Please contact Kelly Preston, Director of HR, with questions regarding the Fund or Guidelines set forth above.