



Eyemart Cares 501(c)(3) Foundation Policy

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| Effective Date: January 2022 | Revision Date: N/A |
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Purpose:

The Eyemart Cares Foundation (the "Foundation") is a 501(c)(3) non-profit corporation dedicated to providing financial relief and assistance to Eyemart Express LLC ("Eyemart") associates in need, with a mission of creating a community of teamwork and kindness across our Company. Initially funded by our ownership, the Foundation awards financial grants to associates who have experienced unforeseen hardships such as a major medical situation, a catastrophic event, or other challenges that create an emergency financial hardship.

Policy:

How it works

The Foundation is governed by a Board of Directors who ensure the program meets its objectives, embodies the spirit and values of Eyemart, and awards grants in accordance with its purpose and mission. An anonymous committee comprised of associates from our stores, Home Office, and Distribution Center/Centralized Lab (the "Eyemart Cares Committee") will review each request and award grants based upon a defined award criteria.

Associates in need are encouraged to submit an online application available via either Axonify Discover Community – "Eyemart Cares", UKG, or www.eyemartexpress.com/cares. Protecting a requesting associate's privacy and confidentiality are fundamental elements of the Foundation, accordingly all applications will be anonymous and reviewed in strict confidence. Once a request has been fully reviewed, the applicant will receive a personal response from a member of the HR Team.

How the Fund grows

The Foundation was launched with a generous initial donation from our owners. The Foundation will be sustained with future donations from our own associates, vendors, and general public.

Once the capability is fully launched, employees may donate to the Foundation through a payroll deduction, by credit card or check. The Foundation may also be supported by additional fundraising activities and events throughout the year.

Situations Covered/Not Covered by the Foundation

The Foundation was established to assist associates facing extraordinary financial need due to an unforeseen hardship or circumstances beyond their control, which **may** include:

- Natural disaster (e.g., tornado, flood or earthquake)
- Flood
- Fire
- Other displacement (electrical issues, carbon dioxide, etc.)
- Victims of domestic violence, sexual assault, and serious felonies
- Serious medical issue and/or medical bills
- Serious accident
- Death (loss of income, funeral support, etc.)
- Circumstances created outside of the associate's control. In these situations, the committee will review the request and expected expenses to be incurred.

The Foundation and related grants do **not** cover the following:

- Car repairs, tires, car insurance
- Legal expenses
- Property losses
- Non-essential bills, appliances, or electronics (cable television, telephone, internet service, etc.)
- Debt owed to friends and family
- Wage garnishments
- Personal taxes and penalties
- Accumulated financial distress (if income is not enough to cover regular monthly bills)

Who is eligible to apply and receive a Foundation Grant?

All current associates of Eyemart Express LLC are eligible to apply for and receive assistance from the Foundation. However, the incident for which the associate is requesting financial aid must have occurred during the associate's employment with Eyemart. Additionally, any request for financial aid from the Foundation must be made within 90 days of the qualifying event.

NOTE: Associates may not apply for a grant regarding the same qualifying event/financial hardship more than once.

How to Apply

An applicant must properly identify and justify the need in their grant application. The Eyemart Cares Committee will rely solely on the information provided in a grant application when making a grant award determination. The Eyemart Cares Committee may, in its sole discretion, request additional information regarding any application. All application forms must be completed online at www.eyemartexpress.com/cares.

Submission of an application is not a guarantee of a receiving a grant.

Grant Amount

The maximum amount of a grant from the Foundation is \$5,000 within any 12 month period.

All grants are subject to the discretion of the Eyemart Cares Committee and availability of Foundation funds.



Gianna Venturi, Chief People Officer

01/27/2022

Date: