The Employee Relief Fund (ERF) was created to provide financial support for employees who are going through difficult times. The fund is an example of how the company honors our first core value, **We Care**.

The Employee Relief Fund will be supported through employee donations, giving everyone a chance to help our fellow employees! Every dollar contributed to the fund will go towards assisting Mister employees. Donations are completely voluntary, and employees are encouraged to donate to the program in whatever amount they are able.

All employees are eligible to apply, even if you don’t donate to the fund. Any financial assistance given is considered a grant -- not a loan and is not required to be repaid.

The Employee Relief Fund is **not** qualified as a charitable organization, so donations are not tax deductible, and grants will be treated as taxable income.

All applications submitted are reviewed by a committee made up of leadership employees who volunteer to serve. **All applications received will be treated confidentially.** Each application will be reviewed and voted upon by the Employee Relief Fund committee. If approved, assistance will be determined based on available funds in the Employee Relief Fund account. Approved applications will be funded through the applicant’s payroll. Only applications that represent a true hardship due to unforeseen circumstances will be approved.

# CONTRIBUTING

Contributions to the Employee Relief Fund can be started or stopped at any time by completing the appropriate form in Dayforce. Employees can elect an ongoing payroll deduction or a one-time contribution.

# APPLYING

Applications to the Employee Relief Fund program can be submitted by completing the form in your Dayforce profile. Applications will be reviewed by the Employee Relief Fund committee and will be kept confidential. Applications will not be considered until fully completed with all supporting documentation. Applications must be submitted within 90 days of the event causing the hardship.

Approved applications will be funded through payroll and taxed as regular income.

# QUESTIONS

If you have questions about any part of the process, please call the HR Helpline at 844-529-7392 or email [EmployeeRelief@mistercarwash.com](mailto:EmployeeRelief@mistercarwash.com). All communications will be kept confidential.