



QualDerm Partners Helping Hand, Inc.

Teammates helping other teammates in need – that’s what Helping Hand is all about! When a teammate faces a crisis, members of the practices and QualDerm Partners do whatever it takes to help each other. Whether we’re giving money, time or a shoulder to lean on, it’s an extraordinary part of who we are and what we do.

Our legacy of caring for those in need lead to the creation of the Helping Hand Teammate Assistance Program. The program is simple: Teammates can designate a tax-deductible donation of \$1.00 or more from their bi-weekly paycheck to automatically go to Helping Hand. The money is used to help qualifying teammates who apply for Helping Hand grants.

Helping Hand **is completely funded by teammates for other teammates**. \$1.00 per paycheck doesn’t sound like much, but multiply it by more than 2000 teammates and a little change can make a big difference!

Some current facts on QualDerm’s Helping Hand

Since the plans inception in Q4 of 2020, the fund has helped 145 teammates, with cumulative grants totaling nearly \$145,000. The appreciation shared from these teammates is heartwarming and validates the very reason we are there as a team to help. Needs include funeral expenses, family crisis, caring for a loved one, and other unexpected income loss within teammate families.

Making Contributions to Helping Hand Program

Any teammate can contribute to the Helping Hand fund. If you wish to contribute, you have a few options:

- You can deduct a specified amount from your bi-weekly or monthly paycheck.
 - To set up this deduction, please complete the attached Helping Hand Payroll Deduction Authorization Form and forward it to payroll@qualderm.com
 - Note: you can change or cancel your contribution at any time.
- You can make a one-time contribution.
 - To do this, make a check payable to Helping Hand, Inc and mail to:
Helping Hand, Inc.
ATTN: Human Resources
QualDerm Partners
5141 Virginia Way #350
Brentwood, TN 37027
- You can do both! Make a one-time donation and schedule an automatic bi-weekly payroll deduction.

Your donations are tax-deductible. Helping Hand will send out annual statements each January that indicates how much you contributed to the program during the previous year.

The corporate office provides the staffing for Helping Hand, so 100% of the money contributed to the fund goes directly to helping co-workers in need!

Applying for Assistance Through Helping Hand

If you work in one of our practices or the corporate office, you may qualify for a Helping Hand grant if your hardship meets the Helping Hand criteria. Teammates are eligible for a Helping Hand grant upon the Teammate's completion of 90 days.

The following list describes the circumstances which may qualify for a grant through Helping Hand:

Home Catastrophic/Natural Disaster

Eligible Event	If your home is destroyed or rendered unlivable by a natural disaster (fire, flood, hurricane, tornado, etc.).
Amount of Grant	Up to \$500 for temporary housing and essential items (food, clothing) if your home has been destroyed or is rendered unlivable and alternative housing is not available.
Required Documentation	Photographs, insurance claims, lodging receipts provided within 45 days of receipt of grant.

Care of Family Member

Eligible Event	If an immediate family member (parent, grandparent, spouse, brother, sister, child, in-law, or other relative living in the household) suffers from an extended or acute illness (lasting longer than 2 weeks), and you miss at least 2 weeks of work to assist in the care of the family member.
Amount of Grant	Up to 50% of your gross weekly pay (based on average weekly pay over last 6 months), to a maximum of \$500.
Required Documentation	A statement from the attending physician indicating the date of the onset of the unexpected illness and the expected duration of your required care. The grant will be paid bi-weekly and a copy sent to your immediate supervisor.

Transitional Housing

Eligible Event	Victims of domestic abuse resulting in your need to relocate to another personal residence.
Amount of Grant	Up to \$500 for relocation assistance (temporary housing, deposits for an apartment). Mandatory counseling will be arranged and paid for by the QDP Teammate Assistance Program benefit. This grant is limited to only once per lifetime.
Required Documentation	A police report or case number or a statement of attending physician.

Relocation of Child(ren)

Eligible Event	(1) Your death or the death of a family member results in the need to transition your child(ren) to a new home, or to transition a family member's dependent child(ren) to your home, or (2) to help relocate dependent child(ren) to a safe environment.
Amount of Grant	Up to \$500 for the transition of a dependent child(ren) to a new home.
Required Documentation	(1) A death certificate and statement indicating you have custody of the dependent child(ren) if applicable; and (2) a court order, statement from HRS, or police reports.

Emergency Travel

Eligible Event	Need for you, your spouse, or immediate family member within the household to either travel (1) to attend funeral or make final visit to terminally ill immediate family member or (2) to escort a critically ill family member (parent, grandparent, spouse, brother, sister, child, in-law, or other relative living in the household) to a remote medical facility or hospice.
Amount of Grant	Up to \$500 for transportation, lodging and food.
Required Documentation	A statement from attending physician regarding either terminal status, or need for remote facility. Receipts for travel expenditures provided within 45 days of receipt of grant.

Funeral Expense

Eligible Event	To help out if you are financially responsible for paying the funeral expenses of an immediate family member living in the household (parent, grandparent, spouse, brother, sister, child, in-law, or other relative living in the household).
Amount of Grant	Up to \$500 funeral expenses.
Required Documentation	A statement from the funeral home indicating financial responsibility.

If you are approved for one of the above circumstances and certify that you have no other assets to address this emergency situation, you may be eligible for a grant.

Ask Human Resources for a Helping Hand Teammate Assistance Form. Complete the form, have it approved by your supervisor and return as follows:

E-Mail: helpinghand@qualderm.com
Mail: Helping Hand Human Resources
QualDerm Partners
5141 Virginia Way #350
Brentwood, TN 37027

Receiving Assistance

If your request for assistance is approved, a deposit will be made in your direct deposit set up in Paylocity. In most cases, you can expect to receive your grant within 48 hours of completing the application form! Since your assistance check is considered a charitable contribution, you will not have to pay any taxes on the amount of the grant.

The program has an annual maximum grant amount of \$1,000.

For more information about the Helping Hand program, contact Cathy.Himes@qualderm.com



HELPING HAND, INC.
Teammates Helping Fellow Teammates

PAYROLL DEDUCTION AUTHORIZATION

I, the undersigned, wish to contribute to the Helping Hand Assistance program and hereby authorize the following payroll deduction from my on-going bi-weekly pay with the next eligible payroll period.

For contribution to: Helping Hand, Inc.

Check box below	Contribution Type
<input type="checkbox"/>	\$1.00 bi-weekly
<input type="checkbox"/>	\$2.00 – bi-weekly
<input type="checkbox"/>	\$5.00 bi-weekly
<input type="checkbox"/>	\$_____ Other amount
<input type="checkbox"/>	\$_____ One-Time Payment (make check payable to Helping Hand, Inc.)

The deduction will continue until changed or cancelled by the teammate through submission of an amended Payroll Deduction Authorization form.

PLEASE TYPE OR PRINT LEGIBLY – ALL INFORMATION BELOW MUST BE PROVIDED

Employee Name	
Employee Signature	
Date	
Employee Social Security Number	
Location Name	

Please keep a copy of this for your records.

Please return completed forms to Payroll@qualderm.com