

The Epiq Charitable Foundation

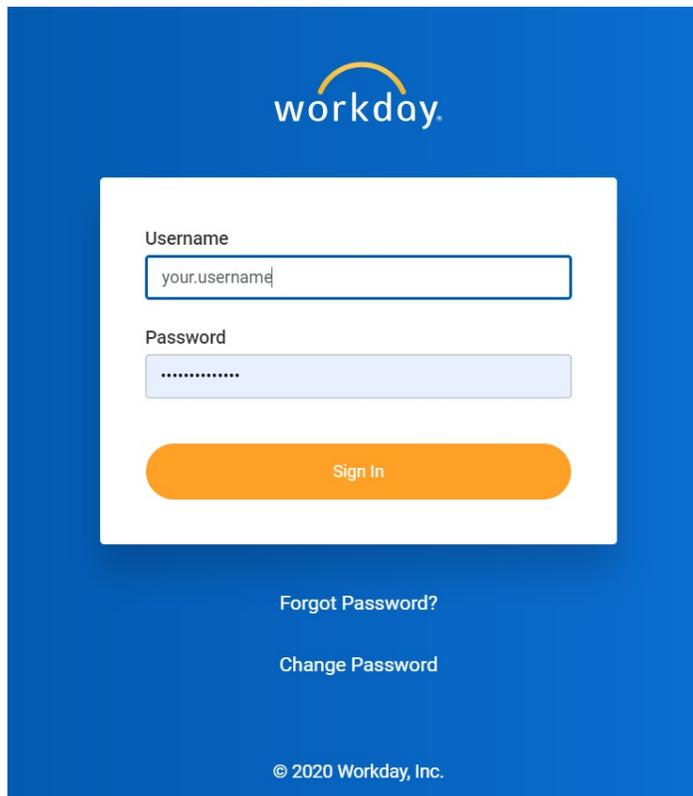
Apply for Hardship Assistance





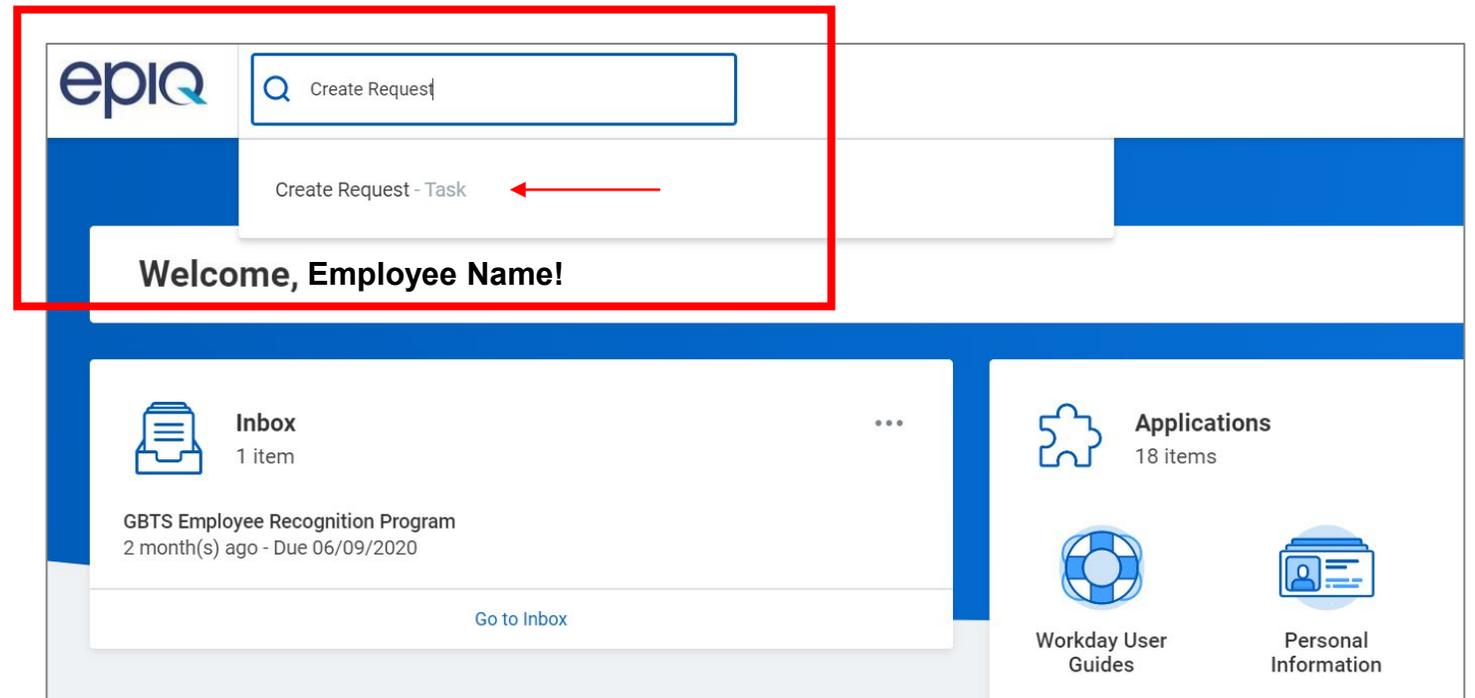
Step One:

Log in to your Workday Portal.



Step Two:

Go to the search bar and type **Create Request** and select this item.





Step Three:

Search **Request Type** for **Epiq Charitable Foundation Application for Assistance**. Click Okay.

The screenshot shows the 'Create Request' form. At the top, there is a search bar with the text 'Create Request'. Below this, a blue header reads 'Create Request'. The main form area has a 'Request Type' field with a search icon and a list of suggestions. The suggestion 'Epiq Charitable Foundation Application for Assistance' is highlighted, and a red arrow points to it. At the bottom, there are two buttons: 'OK' and 'Cancel'.

Step Four:

Review the overview and details. Answer required questions. Click submit to finalize your application.

The screenshot shows the 'Epiq Charitable Foundation Application for Assistance' form. At the top, there is a search bar with the text 'Create Request'. Below this, a blue header reads 'Epiq Charitable Foundation Application for Assistance'. The main form area contains the following sections:

- Epiq Charitable Foundation, Inc. Guidelines**

The Epiq Charitable Foundation, Inc. (the "Foundation") has been established to provide emergency financial assistance to Epiq employees, and/or members of their immediate family, who encounter financial hardships. Requests for financial assistance will be reviewed on a regular basis and all requests will be reviewed within 30 days of receipt. All grants are subject to extent of need and because the Foundation is supported by employee contributions and Epiq as well as our vendors and customers. Donating to the Foundation to help your fellow employees is easy and can be done by payroll deduction.

The Board of Directors of the Foundation has established a funding committee, comprised of Epiq associates ("Committee"). The Committee maintains all powers, control and direction of the fund assets. The Committee maintains all powers, control and direction of the fund assets. (Include sensitive information) for the sole purpose of making a determination for a potential grant award.
- Overview**
 - Provides support to current associates and/or their immediate family members
 - Maximum assistance of \$5,000 USD (or local currency) per application. For international applications the assistance will be granted in local currency, with consideration given to local cost of living
 - Eligible emergencies, include but are not limited to:
 - COVID-19 pandemic
 - natural disasters - flood, hurricane, tornado, fire
 - national disasters - as declared by the US President (or appropriate national leader)
 - medical hardships - depletion of insurance, expenses that don't qualify for insurance coverage, etc.
 - family crisis - personal or financial hardship brought on by unusual circumstances beyond the family's control
 - While not required, applications which attach documentation evidencing such emergencies (photographs, insurance claims, receipts, bills, etc.) is preferred. Exceptions shall be granted on a case by case basis.

To facilitate the application, please answer the questions below.

Please describe your hardship and the amount of your request: (Required)

Other sources of financial aid: (Required)

Do you need to attach any files to assist with this request? (Required)

No
 Yes

Buttons: Submit, Save for Later, Cancel