



## EMPLOYEE GRANT APPLICATION FAQs

### 1. What is the ELC Cares Employee Relief Fund?

At The Estée Lauder Companies (ELC), the health and wellbeing of our employees is always a top priority. To uphold this commitment, we established the ELC Cares Employee Relief Fund (ELC Cares Fund) to provide support to our employees when they need it most. Through ELC charitable contributions and matches, as well as employee donations, the ELC Cares Fund provides immediate and critical financial relief to employees who have been impacted by the COVID-19 pandemic. We will continue assessing the ELC Cares Fund as our employees' needs evolve.

### 2. Why has ELC partnered with E4E Relief?

To ensure impartiality and discretion, ELC partnered with [E4E Relief](#)—a leading nonprofit provider of employee disaster and hardship funds—to manage and administer the ELC Cares Fund.

### 3. Who can apply for a grant?

Upon initial launch, eligible applicants include all ELC employees\* who are manager and below and not equity eligible at time of application.

### 4. Which incidents qualify for a grant?

Currently, the COVID-19 pandemic is the only qualifying incident for eligible employees.

### 5. Which expenses qualify for a grant?

For eligible employees, ELC Cares Fund grants are available to help cover the following expenses:

- Immediate expenses (such as rent, mortgage, essential utilities, food, etc.)
- Critical expenses
  - Medical expenses, not covered or denied by insurance or other means
  - Funeral and burial expenses for an employee or an employee's immediate family member\*\*

### 6. How large of a grant can I apply for?

Eligible employees can apply for one-time grants ranging from \$500 - \$1,500 USD in a 12-month period. No more than one application per incident can be accepted in a 12-month period.

### 7. How do I apply for a grant?

- Review the Policy and Frequently Asked Questions
- Apply
  - a. Visit [www.ELCCaresFund.org](http://www.ELCCaresFund.org) to register and complete the online application.
  - b. If employees do not have access to the internet or require a non-English application, call **833-386-0341 in the U.S.** or **980-276-3816 outside of the U.S.**

Employees who choose to apply for assistance from this program should use a personal email address if unable to access work email outside of business hours or if they do not have a company-issued email address. Through the online system, employees will be able to see the real-time application status.

\*Employees under notice are not eligible for grants under this policy. Not available in Lebanon, Russia and Ukraine. Employees on an approved leave of absence at any time in January or February 2020 will be credited with their average weekly hours during the period of their approved leave.

\*\*Unless otherwise required by applicable law, an employee's immediate family includes only the employee, the employee's spouse or partner (unless living apart and considered to be separated) and any and all dependents of the employee (whether the employee's legal dependents, as claimed on the employee's tax return, or individuals otherwise deemed to be the employee's dependents for any purposes).



### **8. What is the turnaround time to process a grant application?**

Once the application and all necessary supporting documentation have been received, the application review process is usually completed within 3 to 5 business days in the U.S. and up to 10 business days outside of the U.S. Please ensure that the application is complete before you submit it.

### **9. Now that I've applied, what's next?**

E4E Relief will notify you by email when your application is approved, missing information, missing documentation or not approved.

To expedite the process for receiving ELC Cares Fund grants, we encourage U.S. employees to proactively download the Zelle® App and set up an account. Employees outside of the U.S. should proactively set up a Western Union account, so you have your account number ready. Note: Creating these accounts does not guarantee application approval.

### **10. Is the grant taxable?**

We believe that grants received from the ELC Cares Fund by eligible, qualifying U.S.-based employees should not be taxable to such receiving employees for U.S. Federal income tax purposes. However, employees may wish to consult with a tax advisor to determine the particular tax treatment of the grant. Please note that tax laws vary by country. If you are not a U.S.-based employee, you may wish to consult with a tax advisor to determine the particular tax treatment of the grant.

### **11. Do I have to repay the grant?**

No. ELC Cares Fund grants are not loans and do not have to be repaid. However, repayment will be required if a grant is received based on misrepresentation or omission of material fact.

### **12. What information do I need to provide when completing the grant application?**

In each case, the ELC Cares Fund requires a completed application. For some expenses, documentation may be required regarding the qualifying incident for which the grant is being requested. When submitting documentation, remove/mark through any confidential data such as Social Security numbers and bank account numbers.

### **13. Will my information remain confidential?**

Yes. Your personal information is only used to determine your eligibility for a grant and to determine the grant amount, if approved. Applications are reviewed by E4E Relief and will be treated in a confidential manner. During the application process, you can choose to share your story/experience with ELC for program improvement or promotion purposes. If you choose to participate, E4E Relief will share your name and contact information so that ELC can contact you.

### **14. Who decides if my grant is approved?**

E4E Relief, and not ELC, is responsible for handling all applications for financial relief and collecting all information necessary to process employee claims and administer the ELC Cares Fund. Additional information on how E4E Relief processes personal information can be found in the [E4E Privacy Policy](#).

### **15. How many applications can I submit for expenses dues to the COVID-19 pandemic?**

No more than one application per incident can be accepted in a 12-month period. For instance, if you apply for a grant and select multiple expenses related to COVID-19, you will receive an award for the highest approved amount. If an employee receives a grant, you can apply for another grant in 12 months.

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**16. I borrowed money from my friends and family to help me get caught up on my bills. Will the ELC Cares Fund reimburse me so that I can pay them back?**

No. The ELC Cares Fund is available for employees who do not have the means themselves or other resources, such as loans, available to pay eligible expenses.

**17. Can I apply on behalf of another employee?**

No. If you think a colleague would benefit from a grant, please share information about the ELC Cares Fund so that he or she can follow up. In the case of an employee who is incapacitated, an employee's immediate family member\*\* or designee can apply on the employee's behalf.

**18. Who can I contact for more information?**

For additional information, call **833-386-0341 in the U.S.** or **980-276-3816 outside of the U.S.**, or email [elccares@e4erelief.org](mailto:elccares@e4erelief.org).

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