

## Applying for assistance

If you are facing financial hardship due to a situation beyond your control, phone the Chief Executive's Assistant at Head Office on 8291 1000 for a confidential discussion to request assistance.

You will be contacted by a member of the Executive Committee to discuss your application.



# Eldercare

## Purpose

Delivering peace of mind with our care.

## Our values

### Respect

We protect the dignity, rights and values of individuals.

### Accountability

We are all responsible for working safely and with integrity.

### Connection

We develop vibrant and supportive relationships based on warmth and generosity.

“Helping one person might not change the whole world but it could change the world for one person”

# Eldercare

peace of mind

## Staff Emergency Relief Fund

Providing short term assistance to employees facing temporary financial hardship due to situations beyond their control



## Staff helping one another

Eldercare places great importance on our values of respect, accountability and connection.

We achieve connection by developing vibrant and supportive relationships based on warmth and generosity.

You can live the value of connection by helping a colleague in their time of need.

We have established a Staff Emergency Relief Fund to provide short term assistance to employees facing temporary financial hardship due to situations beyond their control.

These situations may include:

- the death of an immediate family member
- a fire or natural disaster
- serious illness
- family or domestic violence
- serious injury (not related to work)

## Making a donation

You can play an important role helping other colleagues in need by donating to the fund. You can make regular tax deductible donations of \$2, \$5 or \$10 from your fortnightly pay. Your donations will appear on your payslip as **Eld Inc Don** enabling you to track your contributions.

## How the fund works

Money raised through the fund will support staff who are in need of emergency relief and who are experiencing financial hardship.

The level of actual financial assistance provided will depend on the applicant's need and available funds.

Decisions to provide assistance will be determined by Eldercare's Staff Emergency Relief Fund Executive Committee.

Assessments will be made without regard to the applicant's cultural or social background, gender, age or role within Eldercare.

Employees who meet the criteria for assistance will receive a maximum payment of four weeks of their average pay or \$2,000 per application; whichever is less.

Visit the **Eldercare Library of Information (ELI)** to view the **Staff Emergency Relief Fund Policy** and the **Staff Emergency Relief Fund Procedure** to learn more.

## How to give

Yes, I wish to contribute to the Eldercare Staff Emergency Relief Fund (please tick).

### Personal details

First name

Surname

Employee No.

Position

Phone

Mobile

Email

Yes, I authorise Eldercare to deduct the following amount per fortnight from my pay (please select):

\$2.00  \$5.00  \$10.00

Signature

Date

Please return your completed form to:  
**The Payroll Team, Eldercare Head Office**

- Scan your form via email to [payroll@eldercare.net.au](mailto:payroll@eldercare.net.au)
- Post your form via Eldercare's internal mail