

Section 1: Objective The objective of the Hardship Fund is to provide temporary financial assistance to members of the KPEA who are facing significant personal hardships that impact their ability to meet essential living expenses.

Section 2: Eligibility Criteria

1. **Employment Duration:** Applicants must have been employed by Knappett Projects Inc. for a minimum of six months to be considered for hardship assistance.
 - Applicants employed for 6 to 12 months will undergo a more scrutinized screening process.
 - Applicants employed for more than 12 months must be in good standing, as determined through consultation with site management, including Supervisors and/or Forepersons.
2. **Good Standing:** Good standing will be evaluated based on factors including, but not limited to, attendance, adherence to company rules, safety practices, treatment of fellow workers, and overall work ethic.

Section 3: Definition of Hardship: Hardship is defined as an unexpected and severe condition or situation that causes significant financial distress to the member, including but not limited to medical emergencies, death in the family, or significant loss of property. Each application will be reviewed on a case-by-case basis to determine if it meets these criteria.

Section 4: Application Process

1. **Submission:** Members must submit a written request for hardship funds to the KPEA board, detailing the nature of the hardship, the amount requested (up to a \$500 cap), and providing relevant supporting documentation.
2. **Review:** Applications submitted by members employed between 6 and 12 months will be subject to additional scrutiny. The application review process should include feedback from the applicant's current or previous site management.

Section 5: Review and Approval Process

1. **Board Review:** The board will review applications within 5 business days following the submission to assess the severity and legitimacy of the hardship.
2. **Decision:** A majority vote from the board members is required to approve the fund disbursement. The board retains the discretion to adjust the amount awarded based on available funds and the specific needs of the applicant.

Section 6: Disbursement of Funds

1. **Timing:** Approved funds will be disbursed directly to the applicant within 5 business days following the decision.
2. **Method:** Funds will be disbursed directly to the applicant to be used at their discretion for alleviating the hardship.

Section 7: Documentation and Record Keeping

1. **Record of Decisions:** All decisions regarding the allocation of hardship funds must be documented and included in the minutes of the board meeting.
2. **Financial Records:** Detailed records of all disbursements must be maintained by the treasurer to ensure transparency and accountability.

Section 8: Amendments These bylaws and procedures may be amended by a majority vote of the board members during any scheduled meeting or electronically if necessary. The process should be reviewed annually and updated as required to reflect changes in the Association's financial status or membership needs.