

# WestRock Employee Relief Fund

## Frequently Asked Questions – General

**Q: Why was the Employee Relief Fund established?**

A: WestRock and our employees have a long history of generosity to help aid victims of natural disasters throughout the world. In 2005, when disaster struck in communities where we operate, employees expressed the desire for their donations to directly assist fellow co-workers. This sentiment led to the creation of the WestRock Employee Relief Fund.

**Q: Who can request assistance from the Fund?**

A: The Fund is designed to help WestRock employees worldwide. Any active, full-time or benefits-eligible, part-time employee of WestRock or an affiliated company where WestRock holds a majority interest may apply for a grant from the Fund.

**Q: If both my spouse and I work for WestRock, can we both apply for a grant?**

A: No. Only one application per household is allowed.

**Q: What types of hardships qualify for grants from the Fund?**

A: The Employee Relief Fund provides grants for basic needs such as food, clothing, or shelter resulting from a natural or man-made disaster which may include hurricanes, tornados, floods, earthquakes, or house/apartment fires of a primary residence or qualifying secondary residence.

**Q: What types of hardships do not qualify for grants from the Fund?**

A: The Employee Relief Fund does not provide grants for medical or dental expenses, funeral-related expenses or travel, or general financial difficulties.

**Q: What is a qualifying secondary residence?**

A: Qualifying secondary residence means a residence, other than the employee's primary residence, occupied by an employee as a result of a transfer by WestRock or other bona fide work-related reason.

**Q: Is the Employee Relief Fund part of the WestRock Company or the WestRock Foundation?**

A: The WestRock Employee Relief Fund is a separately incorporated, tax-exempt public charity. It is not part of the WestRock Company or the WestRock Foundation.

# WestRock Employee Relief Fund

## Frequently Asked Questions – Applying for a grant

**Q: How do I apply for a grant from the Employee Relief Fund?**

A: Application forms are available on the WestRock Employee Relief Fund website [www.westrockemployeereleiefund.org](http://www.westrockemployeereleiefund.org) and on the WestRock intranet. Forms may also be obtained from your local human resources manager.

**Q: If I submit an application, will my information remain confidential?**

A: Absolutely.

**Q: To whom do I send my application form?**

A: Applications should be mailed to WestRock Employee Relief Fund, 504 Thrasher Street, Norcross, GA 30071 USA, or can be faxed to our confidential fax number 00+1-804-386-0789. Attention: Employee Relief Fund

**Q: How long is the process and when can I expect an answer or funds?**

A: Once the application is received, the Fund's administrative committee will review and determine eligibility. Please allow 3-4 weeks for processing.

**Q: If approved, how will I receive my grant?**

A: Method of payment varies depending on the requirements of the country where the recipient resides. Grant payments to employees located in the United States and Canada are made by check. In general, grant payments to employees located in other countries are made by electronic funds transfer and direct deposited to a designated bank account. For grant payments made through methods other than a check, employees will be asked to confirm receipt of their grant to the Fund in writing.

**Q: Are grants made by the Fund to employees considered as taxable income at the federal or state level?**

A: Tax laws governing grants vary by country and region. In general, grants made to US-based employees are not taxable. All grant recipients should consult with their individual tax advisors to determine the treatment of the funds they receive.

**Q: For grants that are approved, how much money is available?**

A: The maximum grant amount is USD \$5,000.

**Q: Is there a limit to how many times any one employee (and his or her family) may receive a grant?**

A: It is our hope that an employee will never need to apply for a grant. However, if disaster strikes, the Employee Relief Fund will consider one grant application per employee for that disaster. Should an employee experience a different disaster at another time, a new grant application may be submitted.

# WestRock Employee Relief Fund

## Frequently Asked Questions – Contributions to the Fund

**Q: How is the Employee Relief Fund funded?**

A: The Employee Relief Fund receives most of its donations from WestRock employees, the Company and the WestRock Foundation. Although the Employee Relief Fund assists employees globally, as a public charity registered in the United States, the US Internal Revenue Service requires that the Fund receive a significant percentage of contributions from individuals.

**Q: How can I make a donation?**

A: Employees in the U.S. and Canada are eligible to donate via [payroll deduction](#) or check. Employees not in the U.S. or Canada may donate by check.  
*(Please note that due to state laws employees who live or work in California or Illinois are NOT eligible to contribute through payroll deduction.)*

**Q: If I want to contribute to the Fund by check, where do I send it?**

A: You may send your check to:  
WestRock Employee Relief Fund  
ATTN: Mandy Burnette  
504 Thrasher St.  
Norcross, GA 30071 USA.

**Q: Is my donation tax deductible?**

A: The United States Internal Revenue Service has classified the Employee Relief Fund as a tax-exempt public charity which makes contributions to the Fund tax-deductible in the United States as allowed by law. Employees located outside the United States should consult with their tax advisor due to tax law variations around the world.