

Guidelines

The Emergency Assistance Fund For Graham Holdings Employees & Retirees

The Emergency Assistance Fund for Graham Holdings Company Employees and Retirees, originally established by the Graham family, provides tax-free, short-term financial assistance to help employees and retirees who experience unexpected, economic hardships as a result of a disaster or personal emergency and who otherwise would not have the ability to cover basic or emergency expenses as a result.

Grant eligibility: All employees of Graham Holdings Company (GHC) and its participating affiliates working in the United States are eligible for grants.

In addition, U.S. based former employees (“retirees”) who have completed 20 or more years of active employment with GHC (formerly The Washington Post Company), or an affiliate company post-acquisition by GHC, are eligible for grants.

Current or former executive officers of the Company or its affiliates are not eligible for this program.

Eligible expenses: The Fund Committee will consider grants to provide short-term financial assistance for emergency expenses resulting from a natural, federal or state disaster, or a personal emergency. These expenses must be unexpected and create an economic hardship for the individual. In addition, the individual must not have other resources available to cover these expenses.

Some examples include:

- Medical expenses
- Funeral and burial expenses for an immediate family member
- Expenses related to repairing damage to the individual’s home or property which makes it uninhabitable, e.g. flood, fire, etc.
- Food and shelter expenses related to an emergency situation, e.g. domestic abuse, weather evacuations, power and water outages, etc.

Grant applications: Individuals seeking grants are required to complete the Emergency Assistance Fund application form and provide sufficient documentation, including invoices and images to support the requests.

To file a request, the individual should request a secure email link from Emergency.Fund@ghco.com. Upon receipt of the email, they should reply to the secure email and attach the application and all documentation.

Employees who receive a grant from another Business Unit should not expect another grant for the same expense. Consideration will only be given to requests for additional, related expenses.

Grant amounts: Since the size of the Fund is limited, grants may not be large enough to deal with all expenses incurred. The amount of a grant is determined based on an evaluation of the nature of the event, the emergency expenses incurred, financial need, other resources available and the size of prior grants for similar situations. No grant will exceed the amount of the documented expenses.

Grant decision-making process: The Greater Washington Community Foundation manages the Fund (GWCF) and its assets. A GHC committee made up of individuals from different units, reviews applications, verifies eligibility and makes grant recommendations to the GWCF which has the final authority to approve or deny grants. Graham family members play no part in the award or distribution of grants.

Process timing:

The full grant process typically takes a minimum of two (2) weeks. The GHC Committee makes every effort to review and act on grant applications within one (1) week of receipt of applications and supporting documentation. Business units will make every effort to facilitate the application process, including assistance in processing documents for employee requests.

Once the GHC committee has reviewed a grant and all required forms are complete and submitted, they will refer the application to GWCF. GWCF typically provides its final determination and, if approved, disburses the grant payment within seven (7) business days.

Privacy:

The Fund's administrators and managers will respect the applicant's privacy and confidentiality, consistent with the grant decision-making process.