



Dear JAM employee,

Best One JAM started a new initiative this year called The JAM Difference (TJD). The mission of TJD is to expand the minds and hearts of our team by developing a community and personal “giving back” program.

How this works financially: request each employee to donate a minimum of \$1 per week to the TJD fund. JAM will then match each dollar donated. This will generate \$10,000 - \$20,000 per year. The TJD committee will then take requests for support or help throughout the year and disburse the funds as approved. The TJD committee will also take requests to make donations to requested charities/organizations. Each year a minimum of 75% of the accrued balance will be paid out. Only employees that contribute to the fund can request help or support from it.

As stated above, the TJD fund can be used in two ways. Funds can be used for individual requests for support/help or to make donations to charities/organizations. For either use, there is a form that needs to be completed. Please see the following sections for the forms that need to be completed and the guidelines for using the funds.

1. **Employee Requests for Support:**

For employees requesting support, you will need to complete a “Request for Support” form. This form can be found either tjd.jambestone.com or in your store. There is also a copy of the form included in this letter.

Guidelines for requests for support:

- Requests can only be made by employees who contribute to the TJD fund. If you are not sure if you are currently contributing to the TJD or not, you can look at your paystub to see if there is a deduction on there for TJD or you can contact Sue Melchert at extension 9902.
- Requests must directly impact a JAM employee.
- Requests will be paid directly to the end user. For example: if an employee submitted a request for help paying rent, the check will be made out to the rent company not the JAM employee.
- Requested amounts must be at least \$100.
- The dollar amount requested by the employee is subject to review by the TJD Committee. The amount requested might not be the final amount that is paid out.
- Employees can have two requests filled per year (there is a possibility to go over depending on the situation)

2. **Request for charitable donations:**

For employees requesting TJD to make a donation to a charity/organization, you will need to complete a “Charitable Donation Request” form. This form can be found either at tjd.jambestone.com or in your store. There is also a copy of the form included in this letter.

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Guidelines for requests for charitable donations:

- Donations paid out to charities/organizations won't take place until the end of the year.
 - Employee requests for support will be fulfilled first for the year and then the remaining TJD funds can be requested for donations to charities/organizations.
- A donation amount will not need to be requested. TJD committee will determine donation amounts depending on the remaining funds in TJD and how many donation requests we receive.
 - The remaining funds will be divided up evenly among the donation requests we receive.

How this works physically: Require every Sales, Admin, and Leadership teammate to spend one day of non-weekend, paid time-off working at an approved charitable or community organization. Allow the same one day off to any other full-time teammate that requests it (route drivers, techs, warehouse, etc). Approve an additional one day of charitable time off per year to those that request it (total of two days per year per teammate).

When you have decided when and where you want to volunteer you will need to complete and turn in the 'Charitable Day Request' form beforehand so that the necessary people know when you will be volunteering. In some cases, someone may need to cover for while you are out; and we will need to track it correctly in payroll. This form will help us to make sure that you are volunteering at an approved location. This form should be emailed to both your leader and TJD (TJD@jambestone.com). This form can be found either at tjd.jambestone.com or in your store. There is also a copy of the form included in this letter.

The committee has created an ever-growing list of volunteer opportunities for you to reference when looking for ideas of where to volunteer. We have enclosed a copy in this letter but it can also be found at tjd.jambestone.com with the rest of the forms.

When you go to volunteer you will need to complete the 'Charitable Day Completion' form and turn that back in to the TJD@jambestone.com email address. This form can be found either at tjd.jambestone.com or in your store. There is also a copy of the form included in this letter.

Please don't hesitate to email TJD@jambestone.com or call Elise Lohmann at 419-469-5593 if you have any questions.

Thank you,

TJD Committee

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| - Elise Lohmann | - Jamie Miller | - Kyle Shepard |
| - Hillary Hansen | - Zeb Shaver | - Cortez Hall |
| - Maryjane Getz | - Mitch Reynolds | |
| - Amber Fox | - David Costigan | |

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