



EMPLOYEE RELIEF FUND

ABOUT THE FUND

At Union Square Hospitality Group (USHG), our guiding principle of Enlightened Hospitality is a virtuous cycle that begins with our valued team members. Our people are at the core of what we do and if they should encounter unforeseen hardship, we want to be able to lend a helping hand. In 2020, we formalized our commitment to support our people with the creation of USHG HUGS, a non-profit 501(c)(3) fund to support USHG team members who are facing unexpected and exceptional financial needs.

HOW IT WORKS

Our USHG HUGS employee relief fund offers grants to help cover essential life needs. The Fund is governed by a Board of Directors, which ensures the program meets its objectives, embodies the spirit and values of USHG, and grants all contributions appropriately. All grants are reviewed by the Board of Directors, which is made up of impartial representatives from a cross-section of USHG's businesses. They review funding requests and award support based upon established criteria.

YOUR DONATIONS COUNT

Anyone can contribute to USHG HUGS. Donate via PayPal or ask us for wire transfer instructions at ushghugs@ushg.com. If you are a USHG employee, you may set up a one-time or a weekly payroll deduction from your salary. Instructions for setup can be found [here](#).

USHG HUGS is a 501(c)(3) organization incorporated in Delaware. The donation you make is tax deductible to the extent allowed by law. Our IRS determination letter is available to all donors by emailing ushghugs@ushg.com.



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Frequently Asked Questions

FOR APPLICANTS

I'm interested in applying for a grant. What would I be able to use the money for?

The Fund is intended to assist employees of USHG who have been impacted by financially-devastating circumstances that are far beyond their control and means. The grant can be used for expenses not otherwise covered by insurance or costs associated with illness or death of a family or team member.

Who is eligible for assistance?

Current, active employees who have been with USHG for at least 90 days, have worked a shift in the past 90 days, and are in good standing are eligible to receive assistance from the Fund. The incident for which you are requesting financial aid must have occurred while employed by USHG and within 90 days of applying for assistance.

If I am eligible, how do I apply for a grant?

HUGS Grant applications are located on [The Square](#).

What if I am facing accessibility issues or am otherwise unable to complete the application on my own?

If you are in need of assistance to complete your application, please reach out to a manager or directly contact USHG HUGS at ushghugs@ushg.com or 646-747-7272. Managers can help with the application process and may also nominate eligible candidates.

How long will it take to process my application?

As soon as an application is received and deemed complete, the Board of Directors will be immediately notified and will convene with urgency to review the application. Please double check your application before submitting. Processing time will be extended in cases where documentation is missing, or if other information is needed.

Who reviews my application?

The Board of Directors, made up of impartial employees from a cross-section of USHG's businesses, will review all applications.

Is the application anonymous?

Our fund administration team will be aware of employee information in order to verify eligibility. Once eligibility is confirmed, the application will be assigned a number to ensure anonymity with the Board of Directors.

FOR DONORS

Who can contribute to the USHG HUGS Fund? How?

Anyone can contribute. Donate via PayPal at [ushg.link/donation](https://www.paypal.com/ushglink/donation) or ask us for wire transfer instructions by emailing ushghugs@ushg.com.

How can USHG employees contribute to the Fund?

Yes! Please visit [The Square](#) for instructions on how to donate.

Are donations that are made from payroll deductions on a pre- or post-tax basis?

Donations made from payroll deductions are on a post-tax basis (i.e. after you've paid taxes on that amount).

Are donations tax-deductible?

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