



## Pet Memorial Policy

---

**Board Approved or People Team Policy: People Team Policy**

**Revision/Review Date: January 2025**

**Next Review Date: Annually**

**Department/Individual Responsible for Maintaining/Updating Policy: People Team**

---

At IncredibleBank, we recognize the profound bond between our employees and their pets, and we are committed to supporting our employees through all of life's moments, including the loss of a pet. Our Pet Memorial Policy is designed to offer compassion, understanding, and support during this difficult time, reflecting our dedication to the well-being of our employees and their companions.

### **Memorial Donation Procedures & Details:**

- Employees should inform their manager and the People Team of their pet's passing as soon as possible.
- Employees must complete a Pet Memorial Donation Request Form and send it to the People Team. The form can be found here:
- IncredibleBank will provide a donation in the amount of \$25.00 to any established 501(c)(3) non-profit animal charity or shelter the employee suggests or prefers in memory of their pet.
- The People Team will coordinate the donation and inform the employee once the donation has been made.
- All information regarding the employee's pet passing will remain confidential.

Employees are encouraged to seek additional support through IncredibleBank's EAP program if needed.

Submissions will be reviewed by the People Team on a case-by-case basis using the criterion provided below:

- This benefit is available to all regular full-time and part-time Bank employees.
- The policy covers common domesticated household pets.

**Policy Review:** This policy will be reviewed annually to ensure that it continues to meet the needs of our employees and remains in alignment with the company's financial capabilities. Adjustments to the memorial amount or eligibility requirements may be made based on this review.