

# Frequently asked questions.

## DONATING TO THE FOODIES FOUNDATION

### **Who can donate to the Foodies Foundation?**

Employees and Members can donate to the Foodies Foundation through our online platform or via payroll contributions. See questions below for the different ways you can make a donation. One off donations from external parties (e.g. suppliers and partners) will also be considered by the Foundation Trustees.

### **How much can I donate?**

There are no set criteria for how much you can donate – you can give whatever feels right for you. This can be as big or as small as you want to make it, no matter the contribution we can guarantee that it'll be put to good use and help make a difference to the lives of our team members across the Co-op.

### **Do all the funds go directly to people who need them or will part of my donation cover things like admin costs?**

We are working hard to keep all the admin costs of running the Foundation to an absolute minimum so your money can go straight to successful Foundation funding applicants. However, a portion of the Foundation's funds will need to be used to cover operating costs. We'll be open and transparent about the Foundation's operating costs via our annual reporting.

### **How can people make donations?**

You can make a donation online at our Foundation webpage [www.foodiesfoundation.co.nz](http://www.foodiesfoundation.co.nz). There's a few different ways you can donate because one size doesn't fit all and we want to make it as easy as possible for you to be part of this. Here's some of the ways you can donate:

- A one-off donation
- Donating to a Foodies Foundation fundraiser
- Regular re-occurring donations e.g. monthly (via credit card or payroll contributing)
- Sponsorship for taking part in an external event e.g. you decide to do the Auckland marathon and get people to sponsor your efforts, with all funds going to the Foodies Foundation.

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### **How does the donation process work?**

You can set up a regular or one-off donation via our Foodies Foundation website [www.foodiesfoundation.co.nz](http://www.foodiesfoundation.co.nz) or email [foodiesfoundation@foodstuffs.co.nz](mailto:foodiesfoundation@foodstuffs.co.nz) for a hardcopy application form. For payroll contributions, please speak to your payroll team or office admin who will have a form you can complete. Each month the Trustees will review all the applications and decide where funds will be allocated.

### **Do I have to use the Foodies Foundation website to make a donation? Is there any other way I can make my donation?**

Where possible, we encourage people to use the Foodies Foundation website. However, if you are unable to access it, hardcopy donations forms are available by emailing [foodiesfoundation@foodstuffs.co.nz](mailto:foodiesfoundation@foodstuffs.co.nz). You can also donate via payroll contributing. This is an easy way to set up a regular contribution. Please speak to your payroll team, office admin or store Owner Operator to find out more.

### **Do I have to make regular donations or can I just make a one-off donation?**

No. One off donations are greatly accepted.

### **Are there any tax benefits for people who make donations/contributions to the Foundation?**

We have worked hard to endeavour to have the Foodies Foundation registered as a 'Donee Organisation' with the IRD. This would have meant that anyone who donates to the Foodies Foundation would have been eligible for a tax credit for their contributions. However, due to a recent change in Policy from the IRD, we have been unable to achieve Donee Organisation status for the Foundation. We are working hard to try and achieve DO status for the Foundation but in the meantime, you will not be eligible for a tax credit for your contributions to the Foundation. If you make your contributions to the Foundation via your Member Company you may be able to obtain some relief – please contact your accountant for more details (or email [foodiesfoundation@foodstuffs.co.nz](mailto:foodiesfoundation@foodstuffs.co.nz) and we will put you in touch with our accountants).

### **Can suppliers or FSNi partners make donations to the Foodies Foundation? Are there any rules around this?**

Donations to the Foundation from partners or suppliers will be considered by the Trustees on a case by case basis. The Trustees will need to ensure that these donations are made in accordance with Foodstuffs' policies.

### **Can store employees make donations to the Foodies Foundation?**

Yes, donations can be made via the Foodies Foundation website [www.foodiesfoundation.co.nz](http://www.foodiesfoundation.co.nz), through payroll contributing or through hardcopy email [foodiesfoundation@foodstuffs.co.nz](mailto:foodiesfoundation@foodstuffs.co.nz)

# Frequently asked questions.

## DONATING TO THE FOODIES FOUNDATION

### **How will my donations be distributed to Foodies in need? Do I get a say on what causes my donation will support?**

Your Foodies Foundation Trustees will make decisions on where funds are allocated. Any permanent or fixed term employee of our stores, FSNI (including FSNI subsidiary companies – CTD Nesdale Limited, Fresh Limited, and FSNI Transport Limited), FSNZ, Foodstuffs Own Brands Limited (FOBL), Liquorland or Co-op Member can make an application. All funding decisions of the Trustees will need to be made in good faith and in accordance with the Foodies Foundation Trust Deed, and within the context of the purpose of the Foundation. It is also intended that soon after launch of the Foundation, the Trustees will prepare a charter or principles document which will help ensure they are making good funding decisions consistent with the Foundation's purpose.

### **In using the Foodies Foundation website, will my personal and financial information be secure?**

Any personal data you transmit into the site by electronic mail or otherwise will be used by the Foodies Foundation in accordance with our privacy policy. The Foodies Foundation collects and uses personal information from donors including names, addresses, telephone numbers, email addresses and donation amounts. We use this to provide and distribute receipts and send out donor acknowledgement letters and thank donors for their donations.

The information you provide to us, including payment information, is held securely and our card handling procedures meet the Payment Card Industry Data Security Standards for an organisation of our size. The Foodies Foundation DOES NOT store credit card numbers on their servers. All credit card numbers are only stored in a secure location.

### **Can I set up payroll contributing as a way to donate to the Foodies Foundation?**

Yes! Payroll contributing is an easy and effective way to regularly donate to the Foodies Foundation. You can set any amount and change/start/stop at any time. Please speak to your payroll team, office admin or Owner Operator to find out how you can sign up. Or email [www.foodiesfoundation.co.nz](http://www.foodiesfoundation.co.nz) if you have a question.

# Frequently asked questions.

## FOODIES FOUNDATION RECIPIENTS

### **Who can apply for Foodies Foundation funds?**

Any permanent or fixed term employee of our stores or FSNI (including FSNI subsidiary companies - CTD Nesdale Limited, Fresh Limited, and FSNI Transport Limited), or Co-op Member can make an application. Permanent or fixed term employees for Liquorland, FSNZ and Foodstuffs Own Brands Limited (FOBL) are also eligible to make an application.

### **What constitutes 'times of need'? For example, could I apply to the Foodies Foundation to help fund my Touch Rugby fees?**

The scope of the Foodies Foundation is for employees going through tough times such as serious illness, employees impacted by emergencies/disasters, and undue financial hardship due to unexpected scenarios e.g. theft. That means that things like applying for funds for things like Touch Rugby fees are not in the Foundation's scope at this stage. Our Foodies Foundation Trustees will make funding decisions, based on the circumstances of each application.

### **In an emergency situation, will there be the ability for a person to get Foodies Foundation funding quickly or would they have to wait till the next Trustee meeting?**

Yes, Trustees will be empowered to meet and make urgent decisions where necessary.

### **What would constitute an 'emergency situation'?**

Things like a natural disaster would constitute an emergency situation. All funding decisions and whether emergency funding decisions need to be made, will be at the discretion of Trustees.

### **Will the foundation pay retrospectively for employees who have come against hardship in the past?**

These funding applications will be considered by Trustees. Everyone is welcome to make an application; however, priority will be given to supporting people who have an immediate need.

### **Are Foodies Foundation applications kept confidential?**

Yes. There will be an option for applications to be kept confidential outside of the Foundation Trustees and the Foodies Foundation Fund Manager. However, from time to time the Foodies Foundation Trustees might need more information about applications and may need to contact the person who has applied, the person's manager or an HR representative.

# Frequently asked questions.

## FOODIES FOUNDATION RECIPIENTS

### **How are decisions made on who should receive funds?**

Your Foodies Foundation Trustees will make decisions on where funds are allocated. All funding decisions of the Trustees will need to be made in good faith and in accordance with the Foodies Foundation Trust Deed, and within the context of the purpose of the Foundation. Soon after launch of the Foundation, the Trustees will prepare a charter or principles document which will help ensure they are making funding decisions consistent with the Foundation's purpose.

### **If I have health insurance, can I apply for Foodies Foundation funding?**

Those employees with Health Insurance are welcome to make an application. Priority will be given to applicants with the most pressing and immediate need for support.

### **Can contractors and temps apply for funds?**

No. Only permanent or fixed-term store, FSNI (including FSNI subsidiary companies – CTD Nesdale Limited, Fresh Limited and FSNI Transport Limited), FSNZ, FOBL, Liquorland employees or Co-op Members are able to apply for funding from the Foodies Foundation. As temps and independent contractors are employed by another non-Foodstuffs company, they fall outside of the scope of the Foundation.

### **Are there any employment types e.g. part time, fixed term temps that are not eligible for Foodies Foundation?**

Any permanent or fixed term employees (full time or part time) to FSNI (including FSNI subsidiary companies – CTD Nesdale Limited, Fresh Limited and FSNI Transport Limited), FSNZ, FOBL, Liquorland or our stores can apply for funds. As temps and independent contractors are technically employed by another company, they fall outside of the scope of this Foundation. Casual employees are also outside of the scope of the Foundation.

### **Can I apply for Foodies Foundation funding on behalf of a member of my family or community who does not work at FSNI or in one of our stores?**

No, the Foodies Foundation is focused on supporting our employees in times of need.

# Frequently asked questions.

## FOODIES FOUNDATION RECIPIENTS

### **Are funding applicants means tested? i.e. is priority given to people with lower income?**

No, we will not be means testing funding applicants. There is a comprehensive funding application process and our Trustees will have a clearly defined process for making decisions on where Foodies Foundation funds are prioritised so those with the most pressing, immediate needs get timely support.

### **Can I apply for Foodies Foundation funding on behalf of another employee? What are the rules around this?**

Yes, you can do this. As part of the application process you will need to get permission of the person you are applying on behalf of. If you need any support with this process, please speak with your HR manager.

### **Are previous employees eligible for Foodies Foundation funds?**

While we'd love to help everyone, our focus for the Foodies Foundation is to support our current employees and Members in times of need.

### **If an employee leaves within a short period after receiving Foodies Foundation funds would they be required to pay it back?**

We think that people are going to apply in good faith and in times of genuine need, therefore we would not expect any payback of funds.

# Frequently asked questions.

## FOODIES FOUNDATION TRUSTEES

### **How many Foundation Trustees are there?**

There will be six Trustees. We have aimed to select a diverse group for our Foodies Foundation Trustees to ensure the group reflects our diverse range of employees across the North Island. This number of Trustees may change over time.

### **How were Trustees selected?**

Because this Foundation is about us, we needed to make sure the people making the decisions fairly represent who we are as a collective. We looked for Trustees who are:

- Actively involved and engaged in the Co-operative
- Genuinely committed to the purpose of helping Foodies people out
- Up for a (minimum) two-year commitment

### **What are the responsibilities of Trustees?**

The Foodies Foundation Trustees are responsible for defining the charter on how foundation decisions will be made, reviewing all applications and making decisions on the allocation of funds to support our people in times of need. Trustees will also need to carry out their duties in accordance with the Foundation's Trust Deed and the law. Trustees will meet weekly to make funding decisions and will be empowered to address any emergency situations that fall out of this process.

### **How long will Trustees be in place for? E.g. Is it a one year commitment?**

Being a Trustee is a minimum two-year commitment. In order to ensure we stay reflective of our people, new applicants will be sought to replace any Trustees who are stepping down. Being a Trustee is an amazing opportunity so we would be encouraging Trustees to make their contribution over a two year period and then make way for others in the Co-op to do their part.

# Frequently asked questions.

## FOODIES FOUNDATION TRUSTEES

### **Do Trustees get paid?**

No, this is a voluntary position.

### **How will Trustees ensure that fair decisions are made about where Foodies Foundation funds go?**

The Foodies Foundation Trustees will be developing a charter which will be used as a guide for making fair and transparent decisions.

### **Will there be a process in place to ensure that all applications are genuine?**

We trust that our people will want to make sure that funds are always available for those in need and wouldn't apply unless it was needed. There will be a comprehensive application process and trustees will have a clearly defined process for making decisions on where Foodies Foundation funds are prioritised so those with the most pressing, immediate need, get timely support. From time to time from The Foodies Foundation Trustees might need more information about applications, and may need to contact the person who has applied, the person's manager or an HR representative.

### **How often will Trustees meet?**

Trustees will meet weekly to review and approve applications. They will also have the ability to approve outside of the meeting via way of teleconference in the event of a crisis or significant event.

## OTHER

### **How will we know what the Foodies Foundation has supported/ how much was raised etc.?**

We will provide regular updates on how the Foodies Foundation is going, and there will be annual reporting on the financial support provided by the Foundation over the previous year. You can also keep up with latest activity by following the Facebook page [www.facebook.com/foodiesfoundation](https://www.facebook.com/foodiesfoundation)

If you have any other questions, please feel free to get in touch by emailing [foodies.foundation@foodstuffs.co.nz](mailto:foodies.foundation@foodstuffs.co.nz)