

## RED TAB FOUNDATION MANAGER TOOLKIT

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# WHAT WOULD YOU DO...

IF YOU NEEDED HELP AND  
DIDN'T KNOW WHERE TO TURN?

## FACING A FINANCIAL EMERGENCY?

TO REQUEST HELP, CONTACT YOUR MANAGER OR EMAIL:  
[REDTABFOUNDATION@LEVI.COM](mailto:REDTABFOUNDATION@LEVI.COM)

## **RED TAB FOUNDATION: OVERVIEW OF ELIGIBILITY AND EMERGENCY SERVICES**

### **Who We Are**

The Red Tab Foundation is an independent, nonprofit organization that provides short-term financial aid to Levi Strauss & Co. employees facing critical emergencies. It was founded in 1981 by Jerry O'Shea, an employee who invested his own money to help fellow employees in need.

Today's Red Tab Foundation continues to provide emergency financial aid to employees around the world and is funded primarily by employees, retirees and company shareholders.

### **Eligibility**

To be eligible for assistance, an employee must meet the following requirements:

- Be employed by Levi Strauss & Co. (Contractors paid by a third-party and franchise workers are not eligible).
- Experience a qualifying emergency.
- Be unable to cope with emergency expenses using personal savings, family support, insurance, etc.

### **Qualifying Emergencies**

Financial assistance may be provided **following unexpected emergencies**, such as:

- **Major illness or injury:** Past due household expenses or denial of critical care affecting an employee, a spouse/domestic partner, child, sibling or parent living in the same household.
- **Death:** Burial expenses for an employee, spouse/domestic partner, child, sibling, or parent living in the same household.
- **Disaster (typhoon, house fire, etc.):** Temporary shelter and/or relocation assistance when an employee's primary residence is uninhabitable; replacement of clothing and other essentials.
- **Emergency travel:** Obtain critical medical care not available locally or to attend a funeral of a child, sibling, parent or grandparent.
- **Involuntary job loss:** Past due household expenses as a direct result of a sudden job loss or layoff impacting a spouse/domestic partner, child, sibling or parent living in the same household.
- **Loss of transportation:** Repair costs to an employee's only source of transportation.
- **Domestic violence:** Shelter and other essential items needed to establish a safe living environment due to domestic violence.

### **Level of Aid**

The amount depends primarily on the type of emergency and the employee's financial need. The maximum is USD \$5,000.

### **How to Contact Us**

Contact your Manager or Human Resources partner, or send an email to the Red Tab Foundation at [RedTabFoundation@levi.com](mailto:RedTabFoundation@levi.com). If requesting assistance, please provide your name, work location, a description of your emergency, and the best way to contact you.

## **WHAT TO DO IF ONE OF YOUR TEAM MEMBERS NEEDS ASSISTANCE**

Colleagues are often the first to know of a coworker in need of assistance. We want everyone to be informed of the Red Tab Foundation (RTF) as a resource that may be available in an emergency, for themselves or a colleague. You do not need to determine if an employee will qualify for RTF services – that is the role of RTF staff and case managers. Simply be informed about how to reach us in case of emergency.

**U.S.-based employees: There are three ways to reach us directly regarding an emergency of a U.S. employee:**

- Email [redtabfoundation@levi.com](mailto:redtabfoundation@levi.com)
- Call 1-800-544-5498
- Apply online at [www.redtabfoundation.org/apply-now](http://www.redtabfoundation.org/apply-now)

**Non-U.S.-based employees: There are three ways to initiate a request from a non-U.S. based employee:**

- Email [redtabfoundation@levi.com](mailto:redtabfoundation@levi.com)
- Find your RTF In-Country contact at [redtabfoundation.org/who-do-i-contact-for-help/](http://redtabfoundation.org/who-do-i-contact-for-help/)
- Contact your HR partner

## **HOW TO RAISE AWARENESS ABOUT RTF WITH YOUR TEAM**

Depending on the size and composition of your team, venues to share about the services of the Red Tab Foundation may vary. It will be up to you to decide the best time and place to educate or remind your reports about RTF, but best practice is to incorporate a few moments to tell a story about an RTF grantee and how to get assistance into a staff meeting at least *twice a year*. All Hands meetings, Town Halls, quarterly team meetings and off-sites are all great opportunities to bring attention to the way that LS&Co. lives out its values through avenues like RTF. If you're in San Francisco, please [contact John Booker](#) to request an RTF staff member to present at your meeting. If you're outside San Francisco, you can find updated stories, marketing materials, slides and talk points for your use in these venues on our [Global Partner Portal](#).

Awareness of RTF's "employees helping employees" message can help drive engagement and give greater purpose to your team's work. Here are other ways you can stay abreast of RTF's work and help raise awareness with your team:

- Follow RTF via our [Annual Report](#) and quarterly newsletters.
- Join RTF's [Retail](#) or [Non-Retail Yammer](#) group and follow us on [Facebook](#).
- Work with RTF to help you communicate and support RTF with your team by emailing feedback and suggestions to [redtabfoundation@levi.com](mailto:redtabfoundation@levi.com) (e.g., tell us what kind of information will resonate

 We are the **Red Tab Foundation** Employees helping employees. I do our best to provide it).  
materials (posters and takeaway cards) in your work space. You can find d materials on our [Global Partner Portal](#).

## **HOW YOU & YOUR TEAM CAN SUPPORT RTF'S WORK**

### **Fundraise**

- Challenge your team to participate in the WLT Challenge in October/November. Offer to match dollars committed if all of your team supports RTF. Nominal contributions are just as important as larger donations. Getting everyone involved is the key. Go to <http://redtabfoundation.org/how-to-help/donate> to get started.
- The annual WLT Challenge isn't the only time of year to fundraise. Look for ways to fundraise with your team once a year at meetings or gatherings, such as Sales Launch events, or Line Assortment meetings.
- Form a team for Run For Red Tab (we have annual runs in San Francisco, Singapore, Brussels and South Africa).
- Donate excess product or assets to RTF for raffles and auctions (e.g. sporting tickets).
- Make a donation to Red Tab in honor of a colleague as way to recognize great work/kudos.

### **Volunteer**

- Engage in skill-based volunteering (even remotely!): [Sign up here](#) to let us know what skills you can lend us to further our mission.
- Set up volunteer activities during team meetings. The Community Affairs team ([Alexis Bechtol](#)) can help you identify a project. They're great for giving back, while also generating team grants for RTF from the Levi Strauss Foundation.