



مدرسة جيمس متروبول الواحة
GEMS Metropole School
AL WAHA

POLICY

Hardship

Approved by:	Jeremy Hallum (Principal)
Last reviewed on:	August 2023
Next review due by:	August 2026

MISSION

Lead, nurture and succeed.

VISION

A sustainable and inclusive community hub, nurturing future leaders.

Nurturing
LEADERSHIP



This policy is applied at MTW alongside our school's vision, mission and values. Alongside the principles of High Performance Learning; VAA and A.C.P. characteristics.

The MTW Hardship Fund

What is a Hardship Fund?

The MTW Hardship Fund is a compensation scheme that allows the School to give extra support to anybody affected by unfortunate circumstances. It will act as relief to victims of personal and/or unforeseen national or global crises.

Who donates?

Each employee will be encouraged to give a small donation per term to the School which will then be added to the funding pot. As there are different working departments within the school, there will be differing donation amounts suggested based upon your contract.

They are as follows:

TA / LSA / Admin Staff **5 AED donation per term**

Teaching Staff **10 AED donation per term**

XSLT **50 AED donation per term**

This is the minimum suggested amount and is VOLUNTARY. You may donate more if you wish to do so.

How do I donate?

The donations will be accepted by collected in envelopes and kept but not run by, the Finance Department during the first week of each Term.

Donations can be made in **cash only**.

How will the Fund be used?

When a staff member is in need of hardship, this will be at the discretion of the Staff Wellbeing Committee and the amount will be deducted from the Hardship Fund however, the remaining fund (if not all used) will rollover.

Who is eligible?

The application for support from the Hardship Fund **can be requested by any staff member at any time**, however the Fund seeks to ease the financial hardship of those who may have no other secondary or emergency source of income.

Each staff member will wait a response following assessment of their emergency against the eligibility criteria which is as follows;

- The emergency/concern must have taken place within a prior two month period/School Term. Support from the Fund cannot be applied to for emergencies back dating to the previous academic Year if the application is made in Term 1.
- The emergency/concern cannot be following LOP (loss of pay). If a staff member is absent and loses pay, they must provide a medical form for coverage/reimbursement.
- The employee must not be receiving charitable funds from outside of the GEMS Organisation or in affiliation with any other monetary provider for cash support.
- The employee must notify the Vice Principal of their request for application to support from the Fund (please see Appendix 1 for form to complete and submit).

What will be required from me if I apply?

In determining who is eligible for hardship fund support, the following may be required but not restricted to:



- The nature of the emergency
- Home Address/Home Country Address
- Number of Dependents of the employee (*if any*)
- The income of the employee
- Current Bank Balance
- 3 months bank statements

Can I apply for someone else?

The Fund will only apply to MTW Staff, residing in UAE.

Will the Fund voluntary donation amount increase?

The Fund amount will remain as mentioned for the different staff groups. The total fund amount will be capped at 500,000 dirhams.

Will my application be confidential?

The application will be seen and managed and signed off by the Staff Wellbeing Committee at GFM. The process of applying and receiving funds however, will remain confidential. Additionally, the application must take your FULL DETAILS and as aforementioned, some financial detail may be requested from you upon submitting your application.

How much will I receive if successful?

How much you will receive will be dependent on your circumstance and at the discretion of the Staff Wellbeing Committee.

How long will it be until I receive the fund if successful?

It will take no longer than 2 weeks from when you submit your application to when you are informed if you are eligible.

Receiving the funds will be dependent on if you will require support in cash or bank transfer. If you are able to accept a bank transfer, the time taken for you to receive funds will then be dependent on your bank.

If you have any further questions regarding the Hardship Funds please seek the support of a staff member of the MTW Wellbeing Committee.

Please see Appendix 1 for Hardship Fund Application form.

Monitoring and review

This policy is monitored by MTW Senior Leaders and will be reviewed every three years or earlier if necessary.



Appendix 1

MTW Staff Emergency Fund Application

Full Name		Marital status		Number of dependents		
Details of any adults or children dependent on you						
Name		Relationship to you		Age	Employed	Location
List all bank accounts (provide 3 months' statements and current bank balance for each account).						
Name of all bank accounts (including savings accounts and those in home country).				Current bank balance		
Date of joining MTW						
Phone number						
Requested amount						
Please explain the reason for your application.						
Please provide evidence e.g. receipts / invoices / bank statements / photographic evidence to support your application						

Vice Principal Approval Signature.....

Declaration

I certify that all the information given on this form is correct. I undertake to notify any changes in my circumstances immediately.

I understand that giving false information or failing to disclose all relevant information may lead to rejection of my application.

Signature

Date