

## Arauco NA Emergency Personnel Incentive Program

### 1 Purpose

This incentive program exists to reward and recognize our: 1) volunteer firefighters, 2) emergency medical services (EMS) personnel, and 3) search and rescue team personnel for both the positive impact they have on their communities and the skills and knowledge they bring from this experience that helps keep our teams safe.

### 2 Scope

This policy details the process for qualifying for the incentive program, along with information on how the incentive is structured, and how a qualifying employee will receive payment.

### 3 Responsibility to Disclose

The knowledge and skills that a volunteer firefighter, EMT/paramedic, or trained search and rescue team member brings to our organization can be invaluable in an emergency on site. Therefore, we ask anyone participating in this incentive program - as a certified, trained volunteer firefighter, EMT/paramedic, or search and rescue personnel - to **share this status with both their team and supervisor**. Additionally, they **consent to having this information shared with the rest of their local site** so that our team members know who they can look to for help in an emergency.

It is the employee's responsibility to receive initial certification and to maintain certification; Arauco is not responsible for accommodating or altering the employee's schedule to make this possible.

### 4 Incentive Program

Individuals who provide proof (in the form of a copy of certification and a letter from their Fire/EMS Chief/Search and Rescue team) of their ongoing active service status, will be eligible for a **monetary bonus of \$100 for each month of the calendar year, to be paid out at the end of the year (for a maximum of \$1200)**.

For individuals who join or are certified through their department part of the way through a year, the bonus will be pro-rated to the appropriate period.

Any currently certified firefighter/EMS/Search and Rescue personnel employed at Arauco NA is eligible for this benefit, upon proof of active status and good standing.

## 5 Responding to Calls

As an organization, we support our employees responding to *critical* emergencies within their communities, such as fires or emergencies that are declared a **State of Emergency by the local, state/province, or national government**. Arauco will do its best to accommodate your ability to serve in these situations. However, it is up to your site leadership on whether you may be released to serve. Some examples of reasons you may not be released are: A) the mill operation (or portion of the operation) would be shut down if the employee leaves site because there is no one on-site and available to backfill with the required skills, or B) the mill operation (or portion of the operation) would be shut down due to multiple volunteers responding who work on the same Arauco team, or C) an unsafe work condition would be created at the mill due to the employee's absence.

**Individual mills may have additional procedures on what do to in the case of other calls received on the job** – such as critical fires, cardiac events, or critical accidents - that come in during work hours. Please reach out to your local HR team to understand what the policy or procedure is in that event. These procedures vary site to site depending on local geography, staffing levels, and more.

## 6 Attachments

Attached to this document, you will find the template letter for a Fire Chief, followed by a template letter for an EMS Chief to verify their status as an active volunteer.

## 7 Revision/Review History

| Revision #: | Revision/Review Date: | Reviewed by: | Description of Change:                 |
|-------------|-----------------------|--------------|--|
| 0           | 11/9/2023             | Megan Day    | Initial creation of document           |
| 1           | 12/5/2023             | Megan Day    | Addition of the Search and Rescue Team |



\_\_\_\_\_ Fire Department

Address

City, State, Zip

To whom it may concern,

I hereby certify that \_\_\_\_\_ is an active member in the \_\_\_\_\_ Fire Department. This individual has completed the necessary training to be considered an active member in the department from \_\_\_\_\_ to \_\_\_\_\_ and is trained in appropriate Fire and Rescue disciplines for this time frame.

I acknowledge that as a member of this department, this individual is involved in continuous training exercises and call response necessary to maintain an active, working knowledge of fire response and emergency situations. I acknowledge that this letter, in conjunction with appropriate copies of certification, will allow the below signed employee to be eligible for the Arauco Employee Volunteer Firefighter Incentive program benefit and be available to respond to structure fire calls (when applicable per the Employee Volunteer Firefighting Policy).

\_\_\_\_\_  
Fire Chief/Deputy Chief/Assistant Chief

\_\_\_\_\_  
Date

\_\_\_\_\_  
Arauco Employee/Firefighter

\_\_\_\_\_  
Date

\_\_\_\_\_ Emergency Services



Address

City, State, Zip

To whom it may concern,

I hereby certify that \_\_\_\_\_ is an active member in the \_\_\_\_\_ Emergency Services. This individual has completed the necessary training to be considered an active member in the department from \_\_\_\_\_ to \_\_\_\_\_ and is trained in appropriate Emergency Medical disciplines for this time frame.

I acknowledge that as a member of this department, this individual is involved in continuous training exercises and call response necessary to maintain an active, working knowledge of medical response and emergency situations. I acknowledge that this letter, in conjunction with appropriate copies of certification, will allow the below signed employee to be eligible for the Arauco Employee Volunteer EMT/Paramedic Incentive program benefit and be available to respond to cardiac arrests and MVAs (when applicable per the Employee Volunteer EMT/Paramedic Policy).

\_\_\_\_\_  
EMS Chief/Deputy Chief/Assistant Chief  
(Or Fire Chief with active knowledge of  
Employee's EMT/Paramedic status)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Arauco Employee/EMT/Paramedic

\_\_\_\_\_  
Date

Arauco Employee/Search and Rescue Member:

Date:



\_\_\_\_\_ Search and Rescue

Address

City, State, Zip

To whom it may concern,

I hereby certify that \_\_\_\_\_ is an active member in the  
\_\_\_\_\_ Search and Rescue. This individual has completed the  
necessary training to be considered an active member in the department from  
\_\_\_\_\_ to \_\_\_\_\_ and is trained in appropriate  
disciplines for this time frame.

I acknowledge that as a member of this department, this individual is involved in  
continuous training exercises and call response necessary to maintain an active,  
working knowledge of response to emergency situations. I acknowledge that this letter,  
in conjunction with appropriate copies of certification, will allow the below signed  
employee to be eligible for the Arauco Employee Volunteer EMT/Paramedic/Search and  
Rescue Incentive program benefit and be available to respond to emergencies (when  
applicable per the policy).

\_\_\_\_\_

Search and Rescue Chief/Leader

\_\_\_\_\_

Date

\_\_\_\_\_

Arauco Employee/Search and Rescue Member

\_\_\_\_\_

Date