

Notification and Condolence Process

Employee Passing Notification

Owner	Process Steps	
Regional Office Manager / Corporate Leader	Upon notification of an employee passing, immediately:	
	1	Email ConfidentialNotifications@DiscountTire.com <ul style="list-style-type: none"> Employee Name Employee ID # Date of Passing Point of Contact Name & Phone Number
Benefits Team	Upon receiving the above, the Benefits Team will:	
	1	Review information & confirm details with point(s) of contact.
	2	Notify appropriate Executive Staff.
	3	Provide support to family and impacted employees. <ul style="list-style-type: none"> EAP/Grief Counseling BTHAF Assistance Benefits
	4	Coordinate keying of termination in Workday.

Condolence Guidelines

Owner	Process Steps	
Corporate Services	In the event of an employee passing, Corporate Services:	
	1	Send email communication.
	2	If a Corporate Office or Flight employee, order flowers or make donation (in lieu of flowers, if requested).
Regional Office Manager	1	If a store or region employee, order flowers or make donation (in lieu of flowers, if requested).

Contact

If you have any questions, email Benefits@DiscountTire.com.