



Ida C. Koran

Manager Communication Guide



Real impact, real support

Over the past five years, the program has delivered

\$9.6 million

in Academic and Hardship Assistance.

Purpose of This Guide

As a manager, you're often the first person employees turn to when life gets complicated. The Ida Koran program is here to help — and you play an important role in connecting employees to the support they need. Use this guide to help you:

- **Spread the word** - Let your team know this program exists.
- **Encourage action** - Urge employees to apply if they might qualify.
- **Set expectations** - Share the facts without making promises.

The Program at a Glance

Founded by Ecolab's first employee, the Ida Koran Program has been helping employees, retirees, and their families for decades. Support comes in two ways:



Academic Assistance

Financial support for post-secondary education of dependent children of employees and retirees.

- Scholarships and/or low-interest loans, amounts based on need
- Awards range from \$2,000-\$10,000, renewable for up to 3 years
- Covers undergraduate, trade, vocational, or technical programs

Applications accepted
October - February

Awards announced in May.

Funds distributed
August - December.



Hardship Assistance

Financial relief when unexpected challenges create urgent need.

- Grants or low-interest loans, amounts based on need
- Covers events like serious illness, funeral costs, medical emergencies, natural disasters, and temporary food/shelter
- Confidential — only the program administrator sees applicant names

Applications accepted
year round

Typical review time
~2 weeks.

Who Can Apply

The Ida Koran program is not an employee benefit. It is a resource for employees and retirees facing unplanned events.

ELIGIBILITY BASICS

- At least **12 months of service** (employee or retiree)
- Demonstrated **financial need**
- Applicants are expected to **explore other resources first** (savings, loans, family support)

Key takeaway:

Not everyone will qualify, but encourage those who may be eligible to apply.

Role of the Manager



Do:

- Share program details
- Encourage applications when appropriate
- Direct questions to the program administrator



Don't:

- Present the program as a guaranteed benefit
- Promise outcomes or imply influence
- Ask to see applications or private details

What to Say (and Not Say)

► What if I'm not sure if I qualify for assistance?

Approvals depend on eligibility and need. Encourage them to apply, but don't make promises.

► Can you review my application?

Offer support, but don't edit or influence their submission.

► Will anyone know if I apply?

All applications are kept confidential. The review committee and board of trustees will see anonymized details.

► How much support will I receive?

Let them know it depends on their situation and level of need — but don't speculate or estimate amounts.



Applications

1

Visit idakorantrust.org or scan the QR code:



2

Upload required documents (e.g., invoices, proof of income).

3

Anonymized applications are reviewed by an employee committee and finalized by the board of trustees. Managers are not involved in award decisions.



Questions?

Contact Sue Mortensen at sue.mortensen@ecolab.com or +1-651-250-2392.