



Rules and Regulations

1. The Horizon Health Network will collect payroll deductions from employees who wish to enroll in the voluntary Employee Lottery.
2. \$5.00 is deducted from the employee's pay each payday (every 2 weeks). These deductions are **not** eligible for charitable receipts.
3. To participate in the Lottery, employees must complete the Employee Lottery Enrolment Form and deliver the form to the Chalmers Foundation Office, 3NE, DECRH or send it by email at chalmers.foundation@horizonnb.ca
4. A minimum of 400 participants is required always; deductions will not begin until 400 participants are signed up. Should the enrolment drop below 400 employees, the Lottery program will be suspended. Additionally, the Foundation reserves the right to discontinue the lottery at any time and refund deductions where required.
5. Net proceeds from each draw go to the Chalmers Foundation
6. A draw will take place every second Thursday, on payday, with the names of all eligible participants placed in the drum and mixed. A winner will be selected at random from the drum by a staff member of the Chalmers Foundation. The first winner will receive a cheque issued in the winner's name in the amount of \$1,000.00 (tax free) from the Chalmers Foundation on the following Friday. The second winner will receive a cheque issued in the winner's name in the amount of \$200.00 (tax free) from the Chalmers Foundation on the following Friday.
7. The prize winner's photo is a condition of being awarded the prize and the winner agrees that the photo can be used for publicity purposes.
8. Employees who wish to withdraw from the Lottery are able to do so at any time by providing thirty days' written notice to the Chalmers Foundation to this effect.
9. Employees enrolled in the Employee Lottery are eligible to win in every draw to which they have paid.
10. If a participant's name is included in any draw, they are ineligible for a refund on that draw.
11. Enrolment in the program will continue if the Employee Lottery Program continues or until such time the employee provides thirty days' notice in writing to the Foundation that they no longer wish to take part.
12. The Employee Lottery will be administered by the staff of the Chalmers Foundation.
13. Staff of the Chalmers Foundation will not be permitted to participate in the Employee Lottery thereby avoiding any questions of conflict of interest.
14. The cut-off date for payroll deduction is noon Wednesday, eight days before the next payday draw date. Cut-off for direct payment to the Foundation is noon Wednesday, one day before the next payday draw date. Once the draws begin, please check your pay stub to confirm you are enrolled in the Employee Lottery draw. New employees of participating Corporations may enroll at any time, provided the required eight days are met.