

# EMPLOYEE GYM MEMBERSHIP POLICY

## PURPOSE AND SCOPE

The Company is committed to providing employees with opportunities to promote their health and well-being. We want our employees to have access to resources and have therefore created an employee gym membership programme to support this.

Employee health and wellbeing has many benefits. Health and wellbeing helps people become more productive, lower certain health risks, increase energy levels and promote better sleep but most importantly, employee wellness is a vital aspect of building a happier workplace.

This Employee Gym Membership Policy applies to all our employees and is a non-contractual benefit.

There are certain conditions which need to be met, in order for employees to be eligible for this benefit. These conditions are set out in Policy Rules, below.

## POLICY RULES

This policy applies to membership of the Pure Gym London Colney only.

### Contractual Terms

#### **Flexible, Seasonal and Minimum Hour employees:**

Those employees on Flexible, Seasonal and Minimum Hour contracts are entitled to a subsidised gym membership. This means that Willows will make a pro rate contribution of the membership fees, based on the cost of the Corporate membership and the hours that are worked by the employee. The employee will pay the gym membership fee each month and then be reimbursed the pro-rata contribution in their wages the following month.

The following terms and conditions will also apply:

- Employees have to complete a minimum of 3 months work before requesting membership.
- There is a requirement for a minimum use of the gym, once a week on average. This will be checked quarterly and membership can be withdrawn if use falls below this, however please see below:
  - Holidays and periods of sickness will be considered when reviewing this average.
  - If an employee is absent for an extended period of time due to long term illness, the membership may be temporarily suspended in these circumstances.
  - Maternity, Paternity and Adoption leave will be considered when reviewing this average.

### Other Terms and Conditions

These will apply to all employees who use this benefit:

- When employment with Willows Activity Farm ceases, membership will be cancelled from the corporate gym membership scheme with immediate effect.
- There is no alternative gym membership or cash alternative if an employee chooses not to join the scheme.
- The membership is for use by the Willows employee only and is not transferable.
- All Willows employees will adhere to the rules and regulations of Pure Gym, as laid out in their Membership Terms and Conditions. Failure to do so may result in revoking this benefit.

#### **APPLYING FOR A GYM MEMBERSHIP**

In order to apply for the Gym Membership benefit, employees must complete the designated form for approval by the Head of Business Support.

Once approved, the employee will be informed of the next steps.

Flexible, Seasonal and minimum hour employees will need to take out membership directly with Pure Gym London Colney and details provided to Head of Business Support each month. Re-imbusement, based on hours worked, will be paid the following month in the employees' wages.

#### **Contractual status of this policy**

This policy does not form part of any employee's contract of employment. The company has the right to amend the policy at any time and it will communicate any material changes to employees.

#### **Ownership, updates and queries**

The policy is owned by the Head of Business Support and will be reviewed periodically. Any questions on the application of the policy should be referred to the Chef Executive.

February 2024