



## Health Club Reimbursement Procedures

### Eligibility

The Company will reimburse all full time employees who have completed one (1) full year of continuous employment with the Company, for Health Club Benefits as outlined below.

### Description

Health Club activities, taken on one's own time, which are determined to be beneficial to the employee, will be reimbursed at one-half of total costs, up to 2% of the employee's base salary. Determination of total annual benefits will be made in January for the calendar year ahead and there will be no adjustment made due to interim salary increases.

### Determination

For determination of what is considered a Health Club, a Health Club Benefit Application and Approval Form must be submitted to the employee's Senior/Regional VP or DPM, who will then forward it to the Vice President of Human Resources. The Vice President of Human Resources will then approve or disapprove and return the form back to the Senior/Regional Vice President or DPM.

### Reimbursement Procedures

Once written approval has been obtained, the employee is to submit a copy of the paid invoice along with the authorized form and a check request for reimbursement of the benefit. Only the actual costs of the Health Club dues/fees are reimbursable. Health Club benefits may not be accrued from year to year and there is no monetary value due should the employee leave the Company. Employees must be actively employed at time of reimbursement. Reimbursement can only be made once a year.