

EMPLOYEE GYM MEMBERSHIP POLICY

PURPOSE AND SCOPE

The Company is committed to providing employees with opportunities to promote their health and wellbeing. 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

Salaried and Permanent Employees:

Those employees on a Salaried and Permanent Full-Time contract are entitled to a free corporate gym membership with the following terms and conditions:

- You have to have been an employee for a minimum of 3 months before requesting membership.
- Monthly membership fees will be paid for by Willows Activity Farm.
- There is a requirement for a minimum use of one 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 This will be checked quarterly and membership can be withdrawn if use falls below this, however please see below: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.

Casual and Minimum Hour employees:

Those employees on Casual and Minimum Hour contracts are entitled to a subsidised gym membership. This means that Willows will make a 50% contribution of the membership fees. Willows will pay the membership in full and then 50% of the membership cost will be deducted from the employee's wages at source.

The following terms and conditions will also apply:

- Employees have to complete a minimum of 3 months work before requesting membership.
- Employees must work an average of a minimum of 14 hours per week based on the previous 3 months employment

- Where your average hours falls below the minimum 14 hours per week based on a quarterly basis, your membership will be cancelled from the corporate membership scheme

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 membership scheme
- There is no alternative gym membership or cash alternative.
- 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.

For casual and minimum hour employees, membership will commence once the first payment has been taken from their wages, as part of the agreement.

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.

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