

# Vitality Wellness & Nutrition – Employee Handbook

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## 1. Corporate Facility and Gym Access

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**General Access:** All full-time and part-time employees are granted complimentary 24/7 access to the Vitality HQ Corporate Gym located on the ground floor.

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**Off-Peak Hours:** For safety reasons, employees using the gym during off-peak hours (between 9:00 PM and 5:00 AM) must adhere to the "Buddy System" policy, meaning at least two employees must be present in the facility.

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**Guest Policy:** Employees may bring one guest to the gym on weekends (Saturday and Sunday) between 10:00 AM and 4:00 PM. Guests must sign a liability waiver at the front desk before using any equipment.

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## 2. Health, Nutrition, and Supplement Stipends

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**Monthly Allowance:** Employees receive a ₹4,000 monthly stipend to be used on health and wellness products through the internal company portal.

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**Approved Supplements:** The stipend can be applied to approved performance and recovery supplements, specifically whey protein, creatine monohydrate, and shilajit.

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**Corporate Cafeteria:** The headquarters cafeteria provides fully subsidized, macro-counted lunches. A dedicated vegetarian menu is available daily, with all meals guaranteed to be prepared in a separate, meat-free kitchen environment to prevent cross-contamination.

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### 3. Client Data and Privacy (HIPAA Compliance)

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**Confidentiality:** All client data, including starting weights, body mass index (BMI), Basal Metabolic Rate (BMR) calculations, and personal diet plans, are strictly classified as Tier 1 Confidential Information.

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**System Access:** Employees must only access client data through the secure, internal CRM. Downloading client data to local machines or personal devices is a zero-tolerance offense resulting in immediate termination.

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**Data Retention:** Client progress photos and biological metrics must be purged from the active database 90 days after a client cancels their subscription, moving to secure, encrypted cold storage.

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### 4. Professional Development and Training

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**Certification Reimbursement:** The company will reimburse up to ₹25,000 per calendar year for employees to obtain approved fitness, nutrition, or specialized software development certifications.

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**Study Leave:** Employees are entitled to 3 days of paid "Study Leave" per year to prepare for certification exam

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