

Policy on Fitness Center – General Guidelines

Control Information	
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1. Purpose

The Fitness centre is an initiative taken by the organization as a gesture of goodwill toward the associates and for their physical wellbeing, which is a cardinal factor for a healthy and energetic work force.

2. User of the Document

This policy is applicable to all the associates /consultants / vendor resources of HTC Global Services (India) Private Ltd. and all its affiliated companies.

3. Fitness Centre Timings

The fitness centre will be open for associates Monday through Saturday between 6 a.m. to 10 a.m. in the morning and 3 p.m. to 8 p.m. in the evening.

4. Dress Code

Men: Half sleeve T-shirt, track suit, soft running shoes

Women: Half sleeve T-shirt, track suit, salwar kameez, soft running shoes

Shorts and sleeveless T-shirts are strictly not permitted for either gender.

Adherence to the prescribed dress code is a must. Those who do not conform will not be allowed to enter the Fitness center.

5. General Guidelines

Following are the guidelines which will help an associate to make best use of the facility, thus ensuring uniformity without any discrimination.

5.1. Do(s):

- **Display Identity card:** Identity card must be displayed by everyone who comes to work out during in the fitness centre. Timing must be entered in the register maintained at the fitness centre.
- **Dress appropriately:** Soft running shoes and appropriate exercise clothes are a must.
- **Carry your personal kit:** Hand towel, leak proof small water bottle - as per your need.
- **Use a deodorant but skip the perfume and after-shave lotion:** In very close quarters, it is nice to work out next to someone who smells clean-not sweaty or overly "fraganced."
- **Share equipment:** If you are doing sets on a piece of equipment and resting between each one, and you see someone waiting to use the equipment, let them work in while you rest.
- **Be mindful of time:** Use your time productively and focus on your workouts.
- **Stay hydrated:** You need to drink a lot of fluid during exercise to replace the fluids you lose when you sweat.

- **Place your weights back on the rack when you have finished with them:** It is not only thoughtful, but also safer. Someone could trip on them.
- **Keep your perspiration (sweat) to yourself:** Watch out while you work out and wipe your sweat if it remains over the equipment after you use.
- **Be considerate of others' space:** Leave enough space for the other person to move freely during workout session.
- **Take a quick shower if you know there are others waiting to take a shower:** The shower facility is available in the same floor separately for Men and Women.
- **Adhere to the instruction and follow the guidelines of the instructor:** A Trainer will be available to instruct the associates and adhering to the trainer's instruction is a must.

5.2. Don't(s):

- **Don't use your mobile phone.**
- **Don't work out when you are sick.**
- **Don't carry any valuables:** User will be solely responsible for the safety of their personal valuables viz., gold ornaments, cell phones or other electronic gadgets.
- **Don't make loud noises:** No grunting unless you are at a "serious" all-male gym; and don't let your weights slam down on the equipment or on floor.
- **Don't place your gym bag or personal belongings on the gym floor:** Use the space allocated to keep your belongings.
- **Don't offer unsolicited advice:** Unless you are a personal trainer, it is not your responsibility to give others advice on how to use the equipment.
- **Don't treat the shower room like your personal bathroom:** Pick up your used towels and carry them when you leave the facility and throw away any trash in the waste bins.
- **Don't stare or make unwanted Advances:** It isn't polite. Whether it's on the gym floor or in the dressing room, don't make others feel uncomfortable by staring at them.
- **Don't wear unwashed gym clothes.**
- **Don't spit, snort, or blow your nose in the drinking fountain.**

It is our facility, let us keep it clean. Your cooperation and continued support for effective maintenance of the fitness centre will be greatly appreciated.

5.3. Treadmill Workout

To start, plant your feet on the side rails, and grip the handrails. To avoid motor strain, don't step on the belt until the speed reaches about 1 mph.

- When you're comfortable, let go of the handrails. Holding on can result in poor walking form.
- For a smooth stride, take slightly longer steps than usual since the belt is pulling your foot back.
- Listen to your feet. If you hear a loud thumping, you're landing flat-footed. Try landing on your heel and rolling through the ball of your foot to your toes.
- To avoid hunching on an incline, lean forward from your ankles. Don't bend at your waist.

5.4. Elliptical Machine Workout

Do(s)

- Make a plan before hitting "start."
- Use the handles for a total-body workout.
- Put down your phones, tablets, and other hand-held devices.

Don't(s)

- Do not slouch.
- Do not repeat your routine.

The 20 - Minute Elliptical Interval Workout

- High resistance should feel like 80 to 90 percent of your maximum effort.
- Moderate resistance should be 60 to 70 percent maximum effort.
- Low resistance should be 40 to 50 percent maximum effort.

5.5. Upright Stationary Bike Workout

DO(S) & DON'T(S) OF SPINNING ON UPRIGHT BIKE:

- **Become familiar with your bike** - learn the purpose of the multiple settings doing so, you will use the machine correctly and practice safe fitness.
- **Build weekly fitness plans to accomplish your goal** - sticking to this schedule will help monitor your progress levels and ensure a successful workout.
- **Keep body centered on the bike, sit correctly.**
- **Start with lower level, pedal smoothly.**
- **Don't just hop on** - make sure the seat is at the correct height, adjusting the foot straps will allow a push and pull less strenuous. By securing yourself, you will lessen the chances of pulling a hamstring while strengthening your lower body.
- **Don't hunch over** - making sure you have the correct body posture. You must keep your body centered on your bike and sit tall. Do not hunch over the handlebars, which can be the cause of developing back and neck pain. Keep your chest up, shoulders back, neck up, and belly button down.

- **Don't start intensely.**

5.6. Multi Station Gym Workout

DO(S) & DON'T(S):

- **Passing in between an exerciser and the mirror** - People use the mirror as an aid while lifting to ensure that their posture and balance are maintained.
- **Neglecting to wipe down equipment after use** - Be kind; don't leave your sweat behind. There are few things grosser than leaning back on a piece of equipment and landing in a sweat puddle.
- **Resting on the equipment** - If the gym is busy and people might be waiting for your equipment, don't take breaks on it. Even if there's no line, it doesn't mean that no one is waiting.
- **Don't monopolize a busy gym by using multiple pieces of equipment.**
- **Talking to someone during a set** - Talking while lifting can be a big distraction. Likewise, if someone is sprinting on the treadmill, they won't have the breath to talk to you.
- **Don't talk loudly on your cell phone.** People that talk loudly on a cell phone probably don't realize that they're doing it. If you need to take a call, excuse yourself from the facilities.
- **Don't cut the circuit training line.** If your gym has exercise machines, note that there is probably an order to the way people use them. Be mindful of other exercisers, and don't hop on the machine in front of someone.
- **Don't leave weight plates on the equipment.**
- **Don't be the creepy guy (or girl) at your gym.**

6. Mental Health and Well-being

1. Prioritize Self Care

- Get plenty of sleep
- Take deep breaths, stretch, or meditate
- Eat healthy, well-balanced meals
- Take regular work breaks
- Move, stretch and exercise whenever possible – use the fitness center facilities.
- Practice mindfulness – focus your attention on the present moment by taking deep breaths or meditating.
- Pursue what you would like to the most to ensure you are able to relax.

2. Connect with Others

- Talk regularly with family, friends, and co-workers.
- Talk about your fears and concerns with someone you trust.
- Ensure to utilize the counselor services provided by the org as needed.

Waiver and Amendment of the Policy

The Human Resources team will monitor the effectiveness and review the implementation of this Policy, regularly considering its suitability, adequacy, and effectiveness.

The company reserves the right to alter, append or withdraw this policy time to time either in part or in full based on management's discretion.