

BUILDING ADMINISTRATION GROUP	Page No. 1 of 2	
	Policy No.: BAG 003	<i>New Policy</i>
	Date of Issuance: 10/17/11	Date of Effectivity: 10/24/11
Subject: <u>POLICY ON THE USE OF FITNESS CENTER</u>		

Objectives

This policy is adapted to:


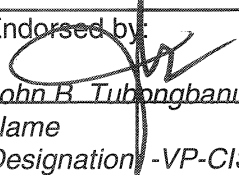
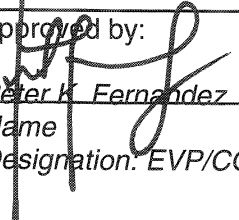
1. Provide guidelines in the use of the Fitness Center and the facilities;
2. Promote utmost safety in the use of the Fitness Center;
3. Ensure longevity of the equipment and facilities.

Coverage

This policy will shall cover all Fitness Center Users (FCU): STI HQ employees, STI College Global City administration (including faculty and staff), STI Olympians and STI College Global City students.

General Guidelines

1. A prospective Fitness Center Users has to accomplish and enrolment form. Successful applicants will be issued a Fitness Center Passport. This passport will be presented when entering the premises of the fitness center and use its facilities.
2. Fitness Center users are required to strictly adhere to the dress code as follows:
 - a. Shirt with / without sleeves
 - b. Garterized shorts or jogging pants
 - c. Rubber shoes
 - d. Sports socks
3. The Fitness Center is open from 7:00AM to 9:00PM, Mondays to Saturdays. Time slots must be strictly observed.
4. No alcoholic beverage or food is allowed inside the Fitness Center. Beverage should be in a closed, non-glass, non-leak container.
5. Personal belongings should be placed in designated area.

Prepared by:  <u>Rudy A. Morales</u> Name Designation: Building Administrator	Endorsed by:  <u>John B. Tubongbanua</u> Name Designation: -VP-CIS	Approved by:  <u>Peter K. Fernandez</u> Name Designation: EVP/COO
---	---	--

BUILDING ADMINISTRATION GROUP	Page No. 2 of 2	
	Policy No.: BAG 003	<i>New Policy</i>
	Date of Issuance: 10/17/11	Date of Effectivity: 10/24/11
Subject: <u>POLICY ON THE USE OF FITNESS CENTER</u>		


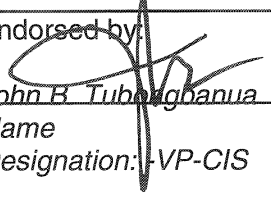
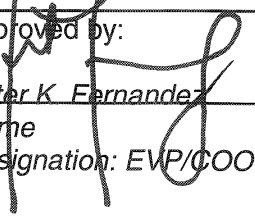
6. Weights are not to be stood on, leaned against walls, pillars, equipment or mirrors.
7. Fitness Center users should allow others to "work in" while using weight equipment to avoid congestion and waiting lines.
8. Machines and mats should be wiped after use.
9. Fitness Center users are required to re-rack weights, plates, and dumbbells in appropriate racks. Over stacking of dumbbells in racks is not allowed.
10. Cleanliness and orderliness of the center must be observed at all times. Littering is strictly prohibited.
11. Use of equipment other than for their designed function is prohibited.

Offenses and Sanctions

Appropriate sanctions or penalty will be applied for any abuse of this policy. Anyone caught violating the provisions of this policy shall be dealt with accordingly.

Guidelines Revision

Rules and regulations not in accordance with this policy are deemed amended. STI reserves the right to adopt revisions to this policy, if and when deemed necessary by Management.

Prepared by:  <u>Rudy A. Morales</u> Name Designation: Building Administrator	Endorsed by:  <u>John B. Tubongbanua</u> Name Designation: VP-CIS	Approved by:  <u>Peter K. Fernandez</u> Name Designation: EVP/COO
---	--	--