

# TechLance Gym Membership Policy

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## Introduction

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TechLance believes that physical fitness and wellness are essential components of employee well-being, job satisfaction, and overall productivity. Our comprehensive fitness benefit program is designed to make quality fitness facilities and wellness resources accessible and affordable for all employees and their families. We recognize that regular physical activity not only improves individual health outcomes but also contributes to reduced stress, increased energy levels, and better work-life balance.

Our fitness benefits extend beyond traditional gym memberships to include virtual fitness platforms, wellness equipment discounts, and integration with our broader employee wellness programs. We've partnered with a diverse range of fitness providers to ensure that employees can find options that match their interests, fitness levels, and geographic locations.

This policy outlines the various fitness and wellness benefits available to TechLance employees, from significant discounts at partner fitness centers to reimbursement programs for fitness equipment and technology. We encourage all employees to take advantage of these benefits as part of maintaining a healthy, balanced lifestyle that supports both personal well-being and professional success.

## Fitness Partnership Program

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TechLance has negotiated corporate rates with fitness centers across three tiers, providing different levels of savings based on the type of facility and services offered. Our Tier 1 partners offer the most significant discounts at 50% off regular membership rates and include nationally recognized chains such as 24 Hour Fitness, LA Fitness, Planet Fitness, and selected local

community centers. These partnerships provide access to basic fitness equipment, group classes, and standard amenities at budget-friendly rates.

Tier 2 partners provide 35% discounts and include premium fitness facilities such as Equinox, Orange Theory, Pure Barre, SoulCycle, and YMCA locations. These facilities typically offer more specialized programming, higher-end amenities, and additional services such as personal training, spa services, or specialized group fitness classes.

Tier 3 partners offer 25% discounts and encompass boutique studios specializing in specific activities such as yoga, Pilates, martial arts, rock climbing, CrossFit boxes, and sports-specific facilities like tennis or racquetball clubs. While the discount is smaller, these partnerships provide access to specialized instruction and communities focused on particular fitness interests.

The specific facilities available and discount levels may vary by geographic location, and we regularly evaluate and add new partners based on employee feedback and requests. Employees can browse all available partners through our benefits portal, which includes detailed information about each facility's amenities, class schedules, and member reviews.

## **Family Coverage and Eligibility**

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Our fitness benefits extend to employees' family members, making it easier for households to maintain healthy lifestyles together. Spouses and domestic partners receive the same discount rates as employees when they enroll in partner facilities. Dependent children under 18 receive an additional 10% discount on youth programs and classes, while adult children between 18 and 26 who are covered under the employee's health insurance are eligible for the same rates as employees.

Family members must be added to fitness memberships during the employee's initial enrollment period or during qualifying life events such as marriage, birth, or adoption. Each family member must complete their own enrollment documentation and meet any age or health requirements established by the specific fitness facility.

In addition to traditional gym memberships, all TechLance employees and their families have complimentary access to our curated online fitness platform, which includes workout videos, wellness content, and live virtual classes. We also provide premium subscriptions to popular fitness apps such as Peloton Digital, Nike Training Club, and Headspace for meditation and mindfulness training.

## Enrollment Process and Payment Options

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Getting started with our fitness benefits is straightforward, though it requires some planning and documentation. All active full-time and part-time employees working at least 20 hours per week are eligible for fitness benefits immediately upon hire, with no waiting period or probationary requirements.

To enroll, employees first browse available fitness partners through our benefits portal, comparing locations, amenities, class schedules, and member ratings. Once you've selected a preferred facility, you'll need to complete the enrollment process through our portal, uploading employment verification documents such as a recent pay stub or HR verification letter, along with photo identification and emergency contact information.

Most fitness centers also require completion of a basic health questionnaire and liability waiver before beginning membership. Some facilities may have additional requirements or capacity limitations that could affect immediate availability.

TechLance offers two payment options for fitness memberships. Payroll deduction is the most popular choice, allowing automatic monthly deduction from your paycheck using pre-tax dollars through our Flexible Spending Account program. This option provides immediate tax savings and ensures that your membership payments are consistent even if membership fees increase. Alternatively, you can choose to pay the fitness center directly, which offers more flexibility for pausing or modifying memberships but doesn't provide the same tax advantages.

## Usage Guidelines and Facility Policies

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Once enrolled, you'll receive a TechLance corporate membership card that identifies you as a corporate member and ensures you receive the negotiated discount rates. You'll also need to present photo identification during initial setup and periodic verification visits. Some locations may also require your TechLance employee badge for verification.

Most partner locations provide guest privileges as part of corporate memberships, typically allowing two guest passes per month at standard partner facilities. Additional guest visits are available at reduced day rates, and all guests must be at least 18 years old and sign liability waivers. Premium locations such as Equinox may limit guest privileges to one pass per month, and some boutique studios may not offer guest access at all.

Class booking and cancellation policies vary by facility, but most allow you to reserve popular classes up to seven days in advance through their mobile apps or websites. To avoid fees, you should cancel class reservations at least two hours before the scheduled start time. Excessive no-shows may result in booking restrictions, so it's important to be realistic about your schedule when making reservations.

General fitness center etiquette applies to all TechLance members, including time limits on cardio equipment during peak hours, wiping down equipment after use, allowing others to work in during rest periods, and following all posted safety guidelines. Appropriate athletic attire and closed-toe shoes are required at all facilities, and members should respect locker room privacy and cleanliness standards.

## **Wellness Integration and Incentive Programs**

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Our fitness benefits are closely integrated with TechLance's broader wellness program through our points-based incentive system. Employees earn wellness points for various fitness activities, including 10 points per gym check-in (maximum 50 points per week), 15 points for attending group fitness classes, and 25 points for personal training sessions. Participation in company-sponsored wellness events can earn up to 50 points per activity.

These wellness points can be redeemed for various rewards and contribute to health insurance premium discounts. Basic participation in fitness activities can reduce your monthly health

insurance premiums by \$25, while regular usage of eight or more gym visits per month can result in a \$50 monthly reduction. Employees who achieve personal fitness goals set through our wellness platform may earn an additional \$25 monthly premium reduction, with a maximum possible reduction of \$100 per month.

Throughout the year, TechLance sponsors various fitness challenges and team events designed to build community and encourage healthy habits. Monthly challenges might include step-counting competitions, fitness class participation goals, or mindfulness activities. Annual events include our corporate 5K race, wellness fairs with health screenings and fitness demonstrations, employee sports leagues, and optional wellness retreats.

These programs are designed to be inclusive and accommodate all fitness levels, from beginners just starting their wellness journey to experienced athletes looking for new challenges. Participation is always voluntary, but we find that these activities help build relationships among colleagues while supporting individual health goals.

## **Equipment and Technology Benefits**

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Beyond gym memberships, TechLance provides financial support for fitness technology and equipment that can enhance your wellness journey. Our annual fitness technology allowance provides \$200 per year for devices such as fitness trackers, smartwatches, heart rate monitors, and other health monitoring equipment. Popular eligible devices include Apple Watches, Fitbit products, Garmin fitness devices, and Polar heart rate monitors.

Additionally, we offer a quarterly athletic gear allowance of \$75 that can be used for workout clothing, athletic shoes, yoga mats, water bottles, and other fitness accessories. This benefit can be used at partner retailers that offer additional corporate discounts or through regular retail purchases with receipt submission.

To use these allowances, employees purchase eligible items and submit itemized receipts through our benefits portal within 30 days of purchase. Reimbursements are typically processed within 3-5 business days and can be added to your regular paycheck or deposited directly to your bank account.

We also maintain corporate discount relationships with major athletic retailers such as Nike, Adidas, and Under Armour, providing additional savings on fitness equipment and apparel beyond the regular allowances. Information about current discount offers is available through the benefits portal and is updated regularly as new promotions become available.

## **Program Management and Continuous Improvement**

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Our fitness benefits program is regularly evaluated and updated based on employee feedback, usage patterns, and the availability of new partnership opportunities. We conduct annual surveys to understand which benefits are most valuable to employees and identify gaps in our current offerings.

Employees can request consideration of specific fitness facilities or programs through our benefits portal, and we investigate partnership opportunities based on demand and geographic clustering of requests. We also monitor industry trends and emerging fitness concepts to ensure our benefits remain current and appealing to our diverse workforce.

The wellness program coordinator in HR is available to help employees navigate fitness benefits, troubleshoot enrollment issues, and provide guidance on maximizing the value of available programs. Monthly information sessions provide updates on new partnerships, tips for achieving fitness goals, and opportunities to connect with colleagues who share similar wellness interests.

This fitness and wellness policy reflects TechLance's commitment to supporting employee health and well-being through comprehensive, accessible benefits that accommodate diverse interests and fitness levels. We believe that investing in employee wellness creates positive outcomes for both individuals and the organization as a whole.

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## **Frequently Asked Questions**

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**How much money can I save with corporate gym memberships?** Savings range from 25% to 50% depending on the facility tier. For example, a typical \$50 monthly gym membership might cost you only \$25-37.50 with our corporate discounts.

**Can I use multiple gym memberships simultaneously?** Generally, you can only have one active corporate membership at a time, though you may be able to access different locations within the same network or chain.

**What happens to my membership if I leave TechLance?** Corporate discount rates end on your last day of employment, but you can typically continue membership at regular rates or cancel according to the facility's standard terms.

**Are personal training sessions included in my membership?** Basic corporate memberships typically include access to equipment and group classes. Personal training is usually available at additional cost, though many facilities offer member discounts.

**Can I freeze my membership for medical reasons or extended travel?** Most partner facilities allow membership freezes for medical reasons or extended travel. Contact the facility directly to understand their specific freeze policies and any associated fees.

**How do I switch from one gym to another partner facility?** You can change partners during open enrollment periods or for qualifying life events. Some changes may require a brief waiting period between memberships depending on the facilities involved.

**Can I get reimbursed for fitness classes outside of partner gyms?** Limited reimbursement may be available through your wellness allowance for specialized classes not available at partner locations, such as martial arts or specialized training programs.

**What if there are no partner gyms convenient to my home or work location?** We regularly evaluate and add new partners based on employee requests. You can submit requests for specific facilities through the benefits portal, and we'll investigate partnership opportunities in your area.

*This policy is effective immediately and may be updated to reflect changes in partnerships, benefit levels, or program offerings. TechLance reserves the right to modify fitness benefits with appropriate notice to employees. Individual facility terms and conditions apply to all memberships.*