



## LAKESIDE INDUSTRIES WELLNESS PROGRAM

### Policy



Lakeside Industries values and promotes the health and well-being of its employees. It is our policy to encourage employees to participate in programs that promote good health, physical and emotional fitness including exercise, weight loss, yoga and other health improvement programs.

To encourage employees to achieve these goals, Lakeside Industries will reimburse qualified employees up to \$600 per year for costs associated with participation in company approved health improvement and physical fitness programs. Maximum \$100 reimbursement for equipment.

#### Employee Eligibility

All admin, non-union employees enrolled in the medical plan are eligible starting the 1<sup>st</sup> of the month following date of hire. Spouses not included. New hires will receive a prorated reimbursement amount based on their hire date.

#### Eligible Programs

- **Fitness Club & Boutique Studio Memberships:** Gyms, CrossFit boxes, Yoga/Pilates studios, Climbing gyms, Kickboxing facilities, etc.
- **Class Passes:** Individual or package sessions for High-Intensity Interval Training (HIIT), dance, martial arts, golf, etc.
- **Race Fees:** Entry fees for 3K's, 5K's, marathons, or triathlons
- **Digital Fitness Subscriptions:** Fitness apps offering classes or courses focused on physical activity (ex: Peloton, iFit, Stava, CorePower Yoga, Zwift)
- **Adult Sports League:** Fees associated with joining and participating in an adult sports team
- **Weight Management:** Programs such as Weight Watchers, Noom or nutritional coaching. Food not included.

#### Eligible Equipment for Reimbursement (max \$100; counts towards the \$600 allowance)

- **Footwear:** Designed for sports & physical activities, focusing on performance, support, &/or injury prevention (ex: tennis/running shoes, hiking boots, cleats)
- **Fitness Equipment:** Any apparatus, tool or device used during physical activity to enhance strength, improve cardio health, build endurance &/or increase flexibility (ex: stationary bikes, treadmills, free weights, pickle ball paddles, yoga mat, soccer ball)
- **Fitness and Wellness Tracker:** Wearable device that tracks steps, miles, biking, health related data and/ or a subscription for such devices (ex: pedometer, Apple Watch, Fitbit)

#### Exclusions (List is not all-inclusive and Lakeside reserves the right to determine eligibility.)

Food and/or supplements, medical treatment, apparel, headphones, gym bags, digital/smart scales, Ergonomics (standing desks, chairs, etc.), Recreation (hunting/fishing licenses, park entrance fees), country club dues.

#### Attendance Requirement

Employees must demonstrate active participation. Employees must submit a usage report showing visits during reimbursement period. In cases where tracking is unavailable, a signed log from the facility will be accepted. Digital or snapshots are acceptable as well.

- Gym membership requires proof of a minimum of 6 visits per month or 18 quarterly. Provide a date log of your visits.



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- Class passes, memberships and subscriptions require proof of use of all activities the pass/membership was bought for (ex: purchase a Pilates package of 4 classes per month, proof of taking all 4 classes in a month period).
- Adult sports league requires proof of games played and/or any practices attended.
- Digital Subscriptions require mobile app screenshots of attendance or completed classes.

### Submission and Reimbursement Process

1. Submit a copy of the facility's bill showing the cost and your proof of payment.
2. Gym membership requires proof of a minimum of 6 visits per month or 18 quarterly. Provide a date log of your visits.
3. Club passes and subscriptions require proof of use. Provide a date log of your visits.
4. Submit this form along with payment receipts to Human Resources by the deadline each quarter. Must be turned in to HR no later than the dates below. Otherwise, the reimbursement will be processed the following quarter. (If one of these dates falls on a Saturday or Sunday, the due date is the following Monday.)

Deadline for Submission	Date reward distributed
April 7, July 7, Oct 7, Jan 7	Next available payroll date

5. Reimbursement requests for expenses must be within the current benefit year.
6. If reimbursement is paid for annually, you must submit for current quarter only. Reimbursement will not be paid up front for the entire year.
7. Reimbursements will be taxed as a taxable fringe benefit per IRS regulations. You will see the amount that Lakeside pays for the reimbursement added to your taxable income under earnings description titled **Wellness** on your pay stub at the time you receive your reimbursement.

### Submit:

- Wellness Reimbursement Form
- Gym/class attendance records and or logs, digital screenshots
- Proof of payment or purchase

### Additional Information

Although Lakeside expects to continue its Wellness Reimbursement Program indefinitely, the company reserves the right to amend, modify, or discontinue the Wellness Reimbursement Program at any time without notice and to determine whether any reimbursement qualifies for reimbursement.

For questions regarding this program, please contact Human Resources at [HumanResources@LakesideIndustries.com](mailto:HumanResources@LakesideIndustries.com).