GYM MEMBERSHIP BENEFITS POLICY - MANAGEMENT

<Organization Name> encourages its managers to take an active interest in their personal health and well-being. One way to do this is through physical activity, including weight training, yoga, and cardio. This policy therefore establishes a management benefit that <Organization Name> is proud to offer; reimbursement of gym membership fees. The procedure and eligibility for this benefit will be established below.

### SCOPE

This Gym Membership Benefits Policy applies to all members of the management team at <Organization Name>, regardless of their full time, part time, or contract employment status.

### POLICY

Eligible managers will be reimbursed for their gym membership with up to [Insert $] annually.

Qualified fees include enrollment (if applicable) and annual or monthly fees for a fitness facility membership, including the following:

* Yoga and Pilate classes
* CrossFit
* Bootcamps and exercise programs
* Personal training – please note, this must be with a legal business entity
* Insert any other

Eligible managers in a family gym membership must submit documentation of the cost of their individual membership and will be reimbursed based on this cost.

Reimbursement will be provided in a lump sum once the manager has provided documentation supporting their need for reimbursement. Note: reimbursements will only occur once per month.

This is a voluntary program, and managers are not required to participate, nor will there be any adverse effects for those who choose not to participate.

### PROCEDURE

To request reimbursement, each eligible manager must submit the following to [INSERT DEPT/PERSON]:

* Proof of payment for a gym membership. The proof of payment must reflect the following:
	+ membership dates covered by the payment
	+ membership type
	+ papers demonstrating the cost of individual basic membership (if applicable)

The [INSERT DEPT/PERSON] will analyze each reimbursement request and determine if the charges are eligible for reimbursement. If they are not, the manager in question will be informed what is missing from their application.

For approved reimbursements, [INSERT DEPT/PERSON] will send the application to [INSERT DEPT/PERSON] for processing. The reimbursement will not be processed in the same week the documents were filed; if authorized, it will be processed on the subsequent payroll.

Reimbursement will be made via [INSERT MODE, e.g., direct deposit of pay] and is considered to be taxable income.

Managers will not be auto-enrolled for annual reimbursement and must provide new documentation each year to be considered eligible for reimbursement.

### EXCLUSION

Fees for cancellation are not reimbursable.

### TAX LIABILITY

The amount reimbursed to managers will be reported as taxable income to the Canada Revenue Agency and is subject to deductions for income tax, CPP contributions, and EI premiums.

CHANGES

<Organization Name> reserves the right to modify or change this benefit policy.