

## Fitness Membership Reimbursement Policy

Starting or staying with an exercise routine is not always easy. To help you stay motivated and achieve your fitness goals, Firsttrust Bank provides reimbursement toward fitness membership fees.

**Eligibility:** All Firsttrust Bank employees, who have been employed for a minimum of one consecutive year, are eligible to participate.

**Selecting a Fitness Center:** To receive reimbursement, you must be a member of a fitness center for twelve consecutive months. Examples include Pilates, Yoga, Cross Fit, Boot-camp fitness, or traditional fitness centers like YMCA, LA Fitness and Planet Fitness. Some facilities or activities may not meet the fitness requirements. Please contact Human Resources if you have any questions on fitness center eligibility.

### How do I get reimbursed?

- I. **Fitness Activity:** Upon completion of a fitness program or at the end of the fitness membership term, employees are eligible to submit for reimbursement.
- II. **Reimbursement Value:** The Fitness Membership Reimbursement Program provides up to 25% of the employee's annual fitness membership cost, up to a maximum of \$125 per twelve months.
- III. **Supporting Documents:**
  - a. **Form:** Employees must complete the Fitness Membership Form.
  - b. **Fitness Center Statement:** Employees must include a 12-month statement from the fitness center that lists the membership costs incurred by the employee as well as the associated payments made.
- IV. **Submit:** Reimbursement must be submitted within 60 days of completing twelve months at an eligible fitness center. **Employees must** submit the Fitness Membership Form and supporting documentation to Human Resources at [hresources@firsttrust.com](mailto:hresources@firsttrust.com).
- V. **Getting Your Reimbursement:** Within one week of receipt of all required documentation, Fitness Memberships will be processed through accounting and a check will be mailed to the employee's home address after processing.