

FITNESS CENTER RULES THE WAY WE WORK(OUT)

1. Fitness Center (which shall include the fitness facility, rest areas, wellness areas, showers, equipment, locker rooms, and bathrooms) is for employees of Firsttrust and other building tenants ONLY.
2. All persons use the Fitness Center at their own risk. Firsttrust is not responsible for any loss or damage to, or theft of, personal items.
3. Only persons who have executed a waiver in the form provided by Firsttrust may use the Fitness Center.
4. All applicable workplace policies, including (without limitation) the Code of Ethics, the policies prohibiting discrimination, harassment, sexual harassment, and retaliation, and Drug Free Workplace policy, apply in the Fitness Center. If you are subject to or witness any violation of any workplace policy, you are encouraged to report it in accordance with the Firsttrust Open Door Policy or to Human Resources.
5. Respect the personal space of others, keep the equipment in its designated area, and if you're resting between exercise, allow others to use the equipment. No comments are to be made on anyone's appearance, experience, or ability.
6. All equipment is to be used for its intended purpose ONLY. No abuse or throwing of equipment, vandalism, horseplay, or any conduct that jeopardizes the safety of other users of the Fitness Center will be tolerated. Report any missing or damaged equipment to Facilities.
7. No gum, food, or drink is permitted in the Fitness Center, except for bottled water in a plastic or metal container with a lid. No glass in any form is permitted in the Fitness Center.
8. Shirts, bottoms, and clean athletic shoes are required at all times. Wear appropriate footwear in the showers, locker rooms, and bathrooms.
9. Any cuts or wounds must be bandaged and covered.
10. All trash and recycling must be placed in the appropriate containers. Take all personal items with you when you leave the Fitness Center. Turn off and sanitize machines after use. Return all equipment to its proper location (e.g. put sanitized dumbbells back on the rack after use). No Fitness Center equipment shall be removed from the Fitness Center. "Leave it the way you found it."
11. Promptly report all accidents and injuries to Human Resources.
12. Immediately after each use, promptly clean and disinfect all equipment with the provided cleaning agents.
13. Firsttrust may provide towel and linen service. Deposit all soiled towels and linens in the designated receptacle.
14. Keep noise at a minimum. Use headphones or earbuds to listen to music.
15. No outside equipment is to be brought into the Fitness Center.