

Rules and Guidance for Membership and Use of the Body Works Gym

The Facilities guidelines are designed to ensure that members have a safe and enjoyable experience on each and every visit and allow the Fitness Team to maintain a high level of service at all times.

1. Eligibility

- 1.1. All Cisco employees and contractors who have a security badge are eligible to apply for membership of Body Works Fitness Centre.
- 1.2. Cisco employees based in another Netherlands site or who are overseas visitors will be charged on a daily visitor's rate of €5 to be paid in cash collected by the staff on entry to the facility.
- 1.3. All Visitors will need to complete a health screen and Gym induction. This must be pre-arranged prior to using facility.
- 1.4. Visitors will not receive security entrance to the facility via their I.D card.
- 1.5. Visitors must use main entrance and press the doorbell for entry.
- 1.6. Cisco System employees and permanent contractors based at this site will not be eligible for the daily visitor's rate and must pay the monthly fee.
- 1.7. Should a maximum membership level be reached, a waiting list will come into operation.

2. Membership

- 2.1. Current membership fees are €17.50 per month and are deducted by Direct Debit from the member's bank account.
- 2.2. A pro rata payment scheme is operated to account for membership payment for the period until the Direct Debit Mandate is established. This pro rata fee is processed as an 'add on' to the first Direct Debit payment.
- 2.3. One month's written notice is required to cancel The Body Works Fitness Centre membership. (E-mail Lucy Griffith at lugriffi@cisco.com stating full name and date of leaving). Payments made are non-refundable.
- 2.4. Membership fees are reviewed annually. Members will be given at least one month's notice of any increase in membership fees.
- 2.5. Membership is only granted when all required paperwork has been satisfactorily completed.
- 2.6. All changes in membership details including address and health status must be communicated to the Club in writing.
- 2.7. On acceptance of application, members are provided access to the facility through their Cisco I.D card. This I.D card is required on every visit. All members are required to sign in at the Fitness

Centre reception desk on every visit. Upon termination of membership, access to the facility will be cancelled.

- 2.8 Memberships fees are non-refundable other than on the grounds set out in point 3.1- 3.3 below.
- 2.9 Any outstanding balance owing must be paid by return or on the member's next visit to the Fitness Centre.
- 2.10 Memberships are non-transferable.

3 Termination / Suspension of Membership

- 3.1 **Membership cannot be suspended for reasons of convenience.** If membership is cancelled the member will not be eligible to join again for 3 months. This is at the discretion of the Manager of Body Works Fitness Centre.
- 3.2 It is the individual's responsibility to inform The Body Works Fitness Centre that they are leaving or have left the company and wish to cancel their membership. Cisco or Nuffield Proactive Health are not liable for further membership deductions unless The Body Works Fitness Centre has been informed.
- 3.3 **Cancellation is not permitted during the first 60 days of membership.** After this period one month's notice of cancellation can be given.

4 Inductions

- 4.1 All members must partake in a health screen to assess their suitability to exercise. This applies to both gymnasium and workout classes that may be held. If significant contra-indications to exercise are apparent then the member will be asked to seek medical clearance before participating with their exercise programme within the facility.
- 4.2 All gymnasium users must partake in a gymnasium induction. For experienced exercisers a 'fast track' induction will be available.

5 Health and Exercise Precautions

- 5.1 Do not increase your exercise programme beyond the progressions stipulated by the Instructor without first consulting him/her or use any piece of equipment you are unfamiliar with.
- 5.2 Do not exercise if you have been drinking, lost a lot of sleep, have not eaten sufficiently, have a heavy cold or flu, or are under medication.
- 5.3 If you are unable to exercise for some period of time, do not return to the intensity at which you previously trained, but perform a lighter workout and build up the intensity again gradually.

- 5.4 If you become pregnant, have any injuries or operations, please inform the Fitness Staff before exercise.
- 5.5 Listen to your body. If any exercise hurts, you feel unwell or light-headed, stop exercising and inform the Fitness Staff.

6 Alternative Therapy, Personal Training & Physiotherapy Fees

- 6.1 All fees will be paid for by the user. Treatments are not included in the Body Works membership fee.
- 6.2 There will be a cancellation fee for any appointment that is cancelled with less than 24 hours notice or none attendance. This will be at the discretion of the Manager and trainer / therapist.
- 6.3 Please endeavour to be punctual for your appointment.

7 Clothing

- 7.1 Outdoor shoes are not permitted in the gymnasium.
- 7.2 All participants must wear appropriate footwear whilst exercising (training or deck shoes) and suitable clothing (shorts, t-shirts, tracksuits and leggings). Tops must be kept on at all times in the exercise areas.
- 7.3 A towel must be used

8 Lockers

- 8.1 A limited number of security lockers are available for use during your training session only
- 8.2 For security reasons, lockers should be used for valuables.
- 8.3 Items of lost property will be donated to charity if not claimed after two weeks.

9 Liability

- 9.1 Nuffield Health's and Cisco' liability for loss, damage or theft to members' property is strictly limited to any damage or loss suffered as a direct result of the negligence of either Nuffield Health or Cisco or its agents.
- 9.2 With this exception, neither Nuffield Health nor Cisco will accept liability for the safety of personal property brought into the premises. Property stored in lockers is stored at the owner's risk and no liability for loss or damage thereto will be accepted by Nuffield Health or Cisco.
- 9.3 All members use the facilities at their own risk. Neither Nuffield Health nor Cisco can accept liability of any accident that may occur

on the premises other than liability, which may arise from negligence of Nuffield Health, its staff or Cisco.

10 General Conduct

- 10.1 Food should not be eaten in any part of the facility.
- 10.2 Smoking is prohibited in all parts of the facility.
- 10.3 Please be courteous to fellow members and ensure that you keep to the time restrictions on equipment as indicated.
- 10.4 Please wipe down equipment in the gymnasium after use with the paper towel provided.
- 10.5 Disorderly conduct or conduct liable to cause offence to other Club users may result in the termination of membership.
- 10.6 Personal Training Instructors other than those appointed by the Fitness Centre management are prohibited.
- 10.7 To gain admittance to the Fitness Centre, members are required to show their I.D card. The Centre operates a 'no card – no entry' policy.
- 10.8 Members are requested to leave the gym floor 15 minutes prior to the facility closing.
- 10.9 All members are required to supply a water bottle with a lid. The use of bottles or glasses without a lid is not permitted in the gym area.

Adherence to the above is much appreciated and will ensure that all members can achieve the maximum benefit and enjoyment from their visits to Body Works.

Appendix A

Pro Rata Membership Fees

- Depending on the date of joining, new members will pay the appropriate pro rata payment (see table below) in advance.

Date	Fee (€)	Date	Fee (€)
1st	17.50		
2nd	16.90	16th	8.50
3rd	16.30	17th	7.90
4th	15.70	18th	7.30
5th	15.10	19th	6.70
6th	14.50	20th	6.10
7th	13.90	21st	5.50
8th	13.30	22nd	4.90
9th	12.70	23rd	4.30
10th	12.10	24th	3.70
11th	11.50	25th	3.10
12th	10.90	26th	2.50
13th	10.30	27th	1.90
14th	9.70	28th	1.30
15th	9.10	29th	0.70
		30th	0.10