



RESTEK WELLNESS
Live well. Work well.

Founder's Point
Rules and Regulations

Welcome to Founder's Point

Restek started with a vision for the future. **“Happy, healthy employees will spend more time at work, be more productive, have lower health care needs, be more successful, and help make the company more successful.”**

Restek's consistent growth – as a company and an employer – have allowed us to celebrate many successes throughout our history. To celebrate our success and promote good health that made it possible, we built this amazing multi-purpose facility to:

- Foster employee interactions to build relationships and kick around ideas.
- Integrate families into Restek's success.
- Attract the best new employees – including ones who weren't looking for a job.
- Improve Mind, Body, Spirit.
- Support balance between Family, Work, Community.
- are grateful to be able to offer all active employees and certain retired employees the opportunity to use our amazing, multi-use facility to engage in wellness-related activities. Restek also provides access to Founder's Point to family members of eligible employees & retirees, so that they may also benefit from Restek's commitment to wellness.

Restek's Founder, Paul Silvis, said “if employees enjoy coming to work as much as they enjoy going home, no one can beat us!” This was the founder's point.

The Founder's Point Employee Wellness Center is a celebration of our heritage. It's an expression of our commitment to employees. And, it's a fantastic facility for employee interaction and wellness.

This Rules and Regulations document is intended to provide all employees, retirees and family members who are registered to use the facility with details of expectations of use. It is important to the employee-owners of Restek, who utilized the company's funds to build the facility, outfit it with professional-grade equipment, and staff it with trained wellness professionals, that everyone treats Founder's Point with the necessary care that will allow Restek to continue to offer the facility, equipment, and services to many future generations of Restek employees and their family.

Restek reserves the right, in its sole discretion, to update this document and change use of Founder's Point for any reason it deems necessary and appropriate.

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Section 1: Gaining Access to Founder's Point

Restek employees who wish to have use of Founder's Point must complete the two actions listed below to obtain membership and access to Founder's Point.

1. Register through Restek's Wild Apricot software program using your Restek email address (<https://restek.wildapricot.org>).
2. Schedule and complete a tour of Founder's Point with one of Restek's wellness team members. See [Section 3: Tours of Founder's Point](#) for details on scheduling a tour.

Following completion of those two activities, the Wellness Team will authorize your additional badge access through Restek's EHS team.

If you want to register an additional qualified family member to your account, they must also follow the two steps outlined above. Following completion of those activities, the Wellness Team will authorize Restek's EHS team to provide a badge with Founder's Point access to your family member.

Note, Restek's EHS team will not provide access to Founder's Point without Restek's Wellness Team approval that the above two action were completed. The Wellness team is responsible for initiating the request with EHS.

Section 2: Registration Requirements

Employees, and their qualified family members, who wish to become a member of and have access to Founder's Point are required to complete registration through Restek's Wild Apricot software program. (<https://restek.wildapricot.org>).

The registration process includes requirements for you to provide your name and contact information. Additionally, you will be required to review and acknowledge a Waiver of Liability that releases Restek from responsibility for liability in certain circumstances and acknowledge your understanding and acceptance of these Rules and Regulations.

If you are registering your children aged 12-17 for Founder's Point membership, you must sign a Waiver of Liability on Wild Apricot as their parent/guardian. Any additional adult members of your immediate family eligible for membership to Founder's Point must complete their registration and sign their own Waiver of Liability.

Section 3: Tours of Founder's Point

All employees and their eligible family members must complete a tour of Founder's Point to become a member and receive badge access to the facility. The wellness team is responsible for delivering all tours. The tour's intent is to provide you, and/or your family members, with information to ensure you understand how to safely utilize the facilities.

All Restek U.S. new hire employees are provided a tour of Founder's Point as part of their new hire onboarding program. In addition to this tour, new hires who want access to Founder's Point are required to attend a separate safety tour of Founder's Point. Instructions for scheduling are detailed next.

All other employees or eligible family members wishing to be a Founder's Point member must complete a Founder's Point safety tour with a wellness team member. To schedule a tour, use the Microsoft Bookings link in the confirmation email from Wild Apricot, use this direct link <https://outlook.office365.com/owa/calendar/RestekCorporation@restek.onmicrosoft.com/bookings/> or email the wellness team (at wellnessteam@restek.com) if you don't see a time that will work for you.

Following completion of your registration (and/or your family member's) with the Wild Apricot software program, AND completion of the Founder's Point tour, the wellness team will coordinate with Restek's EHS department to add access to Founder's Point to your badge, or to provide a badge to your family member(s).

Section 4: Hours of Operation

Founder's Point hours of operation are subject to change at Restek's need and discretion. Any changes to hours will be communicated in advance, when possible.

Founder's Point is currently open 24 hours a day, 7 days a week, with the exclusion of 3:00am-5:30am for cleaning.

- Members are not permitted to access Founder's Point during the hours of 3:00am-5:30am when the facility is being cleaned.
- Some cleaning occurs during the evenings by an outside vendor, but this does not require employees to vacate the premises.

For Primary Members, it is important to remember that Restek works comes first. Work out time is considered personal time and if being used outside of the standard lunch time, needs to be approved by the employee's immediate supervisor to minimize disruption to the department and to best serve customers.

Section 5: Membership Options

Restek provides use of Founder's Point free of charge to all active Restek employees, and their qualified family members, plus certain retirees and their family members, free of charge. Employees or family members who utilize Restek's wellness team for individual, small group, or large group training, will incur a small nominal fee for these services.

Membership options include the following:

- **PRIMARY MEMBER:** All active employees of Restek are eligible to be a Primary Member of Founder's Point. Active employees include full-time, part-time, interns, and temporary employees who are directly paid by Restek. Temporary employees paid through an agency and contract employees are not eligible for Primary Membership to Founder's Point.
- **ASSOCIATE MEMBER:** Each eligible Restek employee is permitted to have one Associate Member. The Associate Member can be the employee's spouse or partner, age 18+. A partner is defined as someone with whom you are in a committed, romantic relationship.
- **DEPENDENT ASSOCIATE MEMBER:** An individual age 18-26, who is a dependent of an eligible active employee, is permitted to seek membership to Founder's Point as a Dependent Associate Member.
- **DEPENDENT MEMBER:** Any legal child, age 12-17, of an eligible Restek employee Primary Member may be registered for membership to Founder's Point. The Dependent member is required to access and use Founder's Point with their Primary, Associate or Dependent Associate Member always. Children under the age of 12 are permitted to access the gymnasium with their Primary Member and are not allowed into the fitness rooms at any time. Primary Member's children under age 12 are not required to be registered or participate in a safety tour.
- **RETIREE MEMBER:** Employees of Restek who retire at age 55, with at least 15 years of Restek service, or age 62 with at least 5 years of Restek service, are eligible to be a Retiree Member of Founder's Point.
- **RETIREE ASSOCIATE MEMBER:** Eligible retiree members may have one additional member, which can be an Associate Member, a Dependent Associate Member or Dependent Member, as defined previously, with the understanding that the intent is for the retiree to use Founder's Point with that family member.

Section 6: Violations of Membership Responsibilities

Membership to Founder's Point is a privilege, not a right. All members are expected to understand and follow rules for using Founder's Point. Any violations of the rules will be cause for action, up to and including termination of membership.

- **MINOR VIOLATIONS:** Minor violations include, but are not limited to, behaviors such as:
 - Not cleaning equipment after use
 - Abuse or improper use of equipment
 - Failure to follow the established Fitness Area Rules in **Section 13** of this document
 - Failure to utilize the call instructions in the event of a safety or badging issue
 - Failure to follow other rules outlined in this Rules and Regulations document
- **MAJOR VIOLATIONS:** Major violations include, but are not limited to, behaviors such as:
 - Theft of Restek property, or property of others using the facility
 - Fighting, arguing with other members
 - Intentional misuse of Restek facilities resulting in damage
 - Bringing a non-member(s) to Founder's Point to use the facility

All violations will be investigated by the Wellness Team and Human Resources. Any members found to have committed a minor violation will receive up to two warnings, with the third warning within a 24-month period resulting in suspension of membership for up to 3 months.

Any members found to have committed a major violation will receive a suspension of membership for at least 3 months, up to and including termination. Membership will be automatically terminated if the member commits more than one major violation during their membership.

Members are responsible for payment of any cost to repair/replace damage to the facility or equipment due to improper use.

Section 7: Termination of Membership

Membership to Founder's Point will terminate on the date that the Primary Member is no longer eligible for membership, because of termination of employment, death or violation of Restek's Founder's Point Rules and Regulations. This date of termination will apply to the Primary Member and any of their Associate, Dependent Associate or Dependent Members.

Members who violate Restek's expectations for use of Founder's Point in accordance with **Section 5.0 Violations of Membership Responsibilities** are also subject to termination of their membership.

Section 8: Founder's Point Security

Once membership has been established, badge access will be provided to members.

- Primary Members will receive access to Founder's Point using their employee badge.
- Associate and Dependent Associate Members will receive an ID Badge.
- Dependent Members, age 12-17, will not receive their own ID Badge. Dependent Members are required to be with their Primary, Associate or Dependent Associate Member at all times when accessing and using Founder's Point.
- Retiree Members and their Associate or Dependent Associate Member will each receive an ID Badge.

The front entrance of Founder's Point must be used for entry into the building. Everyone entering the building is required to swipe their badge to gain entry, with the exception of Dependent Members who are with their Primary, Associate or Dependent Associate member.

Doors may not be held open for those who do not have a badge. Allowing entry into Founder's Point to anyone without a badge is considered a major violation in accordance with **Section 5.0 Violations of Membership Responsibilities**, and subject to suspension or termination of membership.

If a member sets off an alarm when they are entering or exiting the building, the member is expected to follow the written instructions by the telephone in the vestibule to alert Restek's staff. Any member who sets off the alarm is required to remain at Founder's Point until the alarm is deactivated by Restek staff.

Section 9: Parking at Founder's Point

Employees and guests utilizing Founder's Point may park in the lot available surrounding the building. Vehicles are not permitted to be left in this lot during the workday or overnight. The parking lot is for use only while the individual is utilizing Founder's Point. Parking is prohibited when posted for emergency, snow removal, or other purposes.

Section 10: Bicycle Parking at Founder's Point

Bicycle parking is available to Founder's Point members. Bicycles may be kept in the locked area during period of use. Storage is not intended for long-term use.

Members interested in bicycle parking should contact the Wellness Team for parking instructions and security code information.

Members who choose to utilize the bicycle parking do so at their own risk. Restek is not responsible for any damage or theft to bicycles parked in the available parking area.

Section 11: Locker Room Rules

Locker rooms, including restroom and shower facilities, are available for use by members following use of the Founder's Point facility.

Personal belongings are to be stored in lockers or in gym bags. Personal locks may be used on the lockers while using the fitness facility but may not be left on otherwise. Personal items should be kept in the locker or gym bag, and are not permitted to be stored in showers, on the counters or elsewhere in the locker room.

Towels are provided by Restek and should be disposed of in the hamper inside the locker room door after use.

The locker rooms are cleaned daily, during non-operating hours. Should any repairs be required during business hours, restricted access will be posted and advanced notification via email will occur when possible. Members should be courteous to all individuals providing services to Founder's Point.

Section 12: Founder's Point Entertainment Equipment

Members are permitted to change default entertainment equipment settings only after having been trained by Restek's Wellness Team. Settings must be returned to their default following a member's use.

Section 13: Fitness Area Rules

Members are expected to follow the following Fitness Area Rules to continue their membership to Founder's Point.

- It is recommended that a member consults their physician prior to starting any exercise program.
- **Exercise at your Own Risk.** You are accountable for your actions if you get hurt while you are working out.
- **Report Injuries.** If you are injured while using the fitness room, gymnasium, walking path or other Restek wellness resource, inform the Wellness Team. **If your injury requires immediate medical assistance and you are alone in the facility, call 911 and**

follow instructions by the phone in the entrance vestibule to page for Emergency Responders, if able.

- Injury reporting forms for employees and non-employees can be found beside the water fountain inside the fitness center. A form should be completed and turned into EHS or Wellness as soon as possible following injury. If it is an evening or weekend, forms can be placed in the provided mailbox on the wall. Please notify the wellness team that you were injured and placed a form in the mailbox so that we can provide to EHS at the first opportunity.
- **Broken Equipment.** If a piece of equipment is broken or damaged, disable it by posting a note on it. Notify any member of the Wellness Team immediately.
- **Age Requirements.** No one under the age of 12 is permitted in the fitness room. Dependent members, aged 12-17, are permitted in the fitness room when accompanied by a Primary, Associate or Dependent Associate age 18+, or by a member of the Wellness Team.
- **Proper Attire.** Members are expected to wear clothing appropriate for working out in a business' facility. This is a Restek business setting and attire should match.
 - Participants must always wear clean rubber-soled sneakers or workout shoes. Absolutely no bare feet.
 - Participants must wear proper gym attire. This includes shorts, t-shirts, sweatpants, or sweatshirts. Inappropriate attire includes, but is not limited to, cut-off or crop tops, sports bra only, tight fitting shorts/pants, skirts, dresses, sandals, crocs, and overly baggy clothing that could potentially pose a safety risk.
- **Common Courtesy.** Be courteous and considerate to others in the fitness room.
 - Allow others to share strength equipment and 'work in" during your routine.
 - Limit cardio workouts to 30 minutes if someone is waiting to use the machine.
 - Music played through the speaker system should be kept at a volume and family-friendly genre that is considerate of others working out in the area.
 - Do not place equipment or use space that could result in a tripping hazard or obstruction of access to other members. Do not block the emergency exits for any reason.
 - Replace all dumbbells, weights, and equipment when finished.
 - Return to their proper location all benches, bars, ropes, balls, boxes, and other tools that are used during a workout.
 - Clean up any chalk spilled on the floor and/or equipment.
 - Disinfect equipment (including exercise mats) after use with the provided disinfectant spray or wipes.
- **Weights.** Always use collars on free weights.
- **Pets.** Are not permitted inside Founder's Point at any time.

Section 14: Fitness Training

Restek offers on-site wellness staff to provide individual and group size programs. The goal of the wellness department is to develop and provide resources focused on education and supporting healthy lifestyles for employees and their family. If a member is interested in participating in fitness training, the following are required.

- **Health Risk Assessment (Par-Q).** Individuals are required to take a health risk assessment prior to participation in a fitness program. A member of the Restek Wellness Team will review your assessment results with you prior to starting a program.
- **Fitness Training Charge.** Restek charges a \$25 monthly fee for 1:1 personal training and a \$15 monthly fee for small group training with a Restek wellness coach. The charges are deducted from an employee's Restek pay. The Primary Member is responsible for payment of all charges for themselves and their Associate, Dependent Associate or Dependent Members. The Wellness Coach leading the training is responsible for ensuring accurate record keeping of attendance so that full and accurate deductions are made from an employee's pay.
 - Large group exercise classes are offered for FREE to all members.