

TERMS OF MEMBERSHIP

1. Purpose

Confirm the Company's position with regard to the membership and usage of the Fitness and Rehabilitation Centre (hereafter referred to as FRC) at Plant Oxford.

2. Scope

This policy applies to all employees, apprentices, trainees, graduates, interns and Agency employees (hereafter referred to as 'Associates') of BMW (UK) Manufacturing Ltd located at Plant Oxford.

3. Eligibility

Eligibility for using the FRC (located on the ground floor of Building 10.0) is available for by BMW Associates, Gi group & Gattaca employees. Contractors wishing to use of the FRC must sign up in house, there will be no online option. Contractor Eligibility will be subject to BMW procedures.

4. General Principles

- 4.1 Cost: The cost of membership will be £15 per calendar month, payable directly by the member to the Service Provider (3D Leisure).

The monthly fee will ensure that the facility and equipment is well maintained.

Membership numbers will be reviewed at monthly intervals. If the FRC reaches maximum levels, a waiting list will apply using a first come, first served basis

Members will be required to give a 1 month notice period if they are wishing to cancel their membership.

Freezing a membership is at the discretion of the management and a fee may be charged upon freezing.

- 4.2 Health and Safety Rules:

Members must ensure that they adhere to the following Health and Safety rules when using the FRC

- 4.2.1 Prior to using the Fitness Centre, all members are required to complete a pre-screening questionnaire as part of the induction. If medically indicated, the Associate will be invited for a fitness assessment by the Service Provider. If a medical condition is found to be uncontrolled, clearance from the Associate's doctor will be required;
- 4.2.2 It is the responsibility of the member to ensure that they have been through the full induction programme (provided by the Service Provider on an appointment only basis) prior to using the Fitness Centre. Following successful completion of the induction programme a membership card that allows access to the centre will be issued. This card is not allowed to be given or loaned to another person;
- 4.2.3 Members may only use the facility outside their normal working hours and must not use them during paid breaks, exceptions may be allowed with the agreement of the member's Manager;
- 4.2.4 For Health & Safety the Lone Training procedure must be adhered to AT UNMANNED TIMES. Failure to do so may lead to membership being revoked.
- 4.2.5 Suitable clothing and footwear must be worn when exercising. Members are not allowed to wear company provided workwear, jeans, boots, flip-flops or sandals while using FRC equipment.
- 4.2.6 As a courtesy to other FRC members users must carry a small towel to wipe down equipment after use.

- 4.2.7 In the event of any misuse of the Fitness centre access for the member will be revoked;

4.3 Safety And Security

- 4.3.1 CCTVs will be installed and linked to the Security Control Room;
- 4.3.2 A panic button & telephone will be available also linked to the control room;
- 4.3.3 Photography and video capture is not allowed in the FRC.

5. Opening Times

- 5.1 The FRC is open Mon-Fri 4.30am-11.00pm, Weekends & Bank holidays 7:00am-8:00pm.
- 5.1.1 The Manned times are 0630-1830 Monday to Friday. In rare circumstances, if the gym is not manned at these times the lone training procedure is applicable. A NO INSTRUCTOR sign will be up in the FRC on the door & on the desk indicating the gym is not manned.
- 5.1.2 Outside of the manned times the lone training procedure is in operation.
- 5.1.3 Shutdowns – Throughout shut downs the gym will still be operational but the manned hours will be reduced.

6. Miscellaneous

- 6.1 Lockers are provided at the FRC. These lockers are for members using the FRC only. Members are not permitted to store belongings in these lockers throughout the day and overnight. Lockers are emptied daily by the fitness team to ensure this doesn't happen.
- 6.2 Miscellaneous the Fitness Centre may be used for rehabilitation purposes, but only under the guidance of the onsite physiotherapists & 3d Leisure Fitness professionals.

7. Miscellaneous

The Fitness Centre may be used for rehabilitation purposes, but only under the guidance of the onsite physiotherapists & 3d Leisure Fitness professionals.

8. Miscellaneous

The terms and conditions of the membership may be updated on an ongoing basis. We will display the most up to date version of the terms and conditions in the Health Hub for your information.