

# Terms & Conditions

## 1. Purpose

Confirm the Company's position regarding the membership and usage of the Fitness and Rehabilitation Centre (hereafter referred to as FRC) at Plant Hams Hall.

## 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 Hams Hall.

## 3. Eligibility

Eligibility for using the FRC (located on the ground floor of Building 10.0) is available for ALL. Contractor numbers will be monitored.

## 4. General Principles

### 4.1 Cost

The cost of membership at Hams Hall will be Free of Charge currently. BMW reserve the right to review this at any time and should they wish to begin charging all members/employees will be given notice

**4.1.1 Class bookings:** Members can book classes online or in club. To cancel, members must give a 24hr notice period of cancellation. Failure to do so 3 times will lead to a penalty of being unable to book classes for a week. This also applies to not showing up for classes.

### 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 use the 24/7 facility as they wish. If this is inside their working hours (for example on their lunch), this must be agreed by 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

work wear, 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 24/7 with following the lone training procedure in place throughout the unmanned hours.

**5.1.1** The Manned times are 1000-1800 Wednesday's only, 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/Stand downs – Throughout shutdowns and Stand downs the gym will still be operational, but the manned hours will be reduced. Classes won't be in operation.

## 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.

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.

## 8. Pandemic/Special measures

During pandemic/Special conditions -operation please ensure you follow the specific club rules and guidance when being in the gym building.