Wellness and Fitness Center
Operating Manual
WELCOME
Welcome to the Bendix Commercial Vehicle Systems LLC Elyria, OH Wellness and Fitness Center.
We’re glad you joined!

This handbook contains information you’ll need as a member of the Wellness and Fitness Center. The Health, Safety & Environmental (HSE) and Wellness team is here to support you in meeting your health and wellness goals. Don’t hesitate to ask any member in the CONTACT US section if you need any assistance.

HEALTH & WELLNESS PHILOSOPHY
Bendix recognizes the impact that feeling healthy has on employees’ abilities to contribute fully, and the role that wellness activities can play in fostering overall health. In the quest to create healthier, more productive workforce, Bendix has provided an on-site wellness and fitness center as a means for greater convenience, more personalized instruction, and increased employee interaction. The wellness and fitness center allows busy employees and family members to fit exercise into their lives in an easier and more convenient way.

The Health & Productivity Committee and the site wellness team are responsible for developing and implementing activities and programs that promote health and wellness amongst the workforce. The health & wellness programs are branded and communicated under the Genuine Life Balance logo.

VISION
We will be a leader in promoting and supporting Healthy & Productive behaviors and actions through processes that engage and enable employees and their families to achieve an optimal quality of life.

MISSION
- Enhance the effectiveness and integration of wellness programs and healthcare benefit plan designs to improve employee and family health.
- Improve the understanding of the impact of behavior and lifestyle choices on quality of life.
- Institute programs that promote long term physical, emotional, psychological, and social wellbeing.
- Create a culture that educates and motivates employees to maximize participation and buy-in while respecting cultural differences.
- Implement measurable strategies for a proactive and preventive approach to minimize and control health related incidents and costs.

PHYSICAL ACTIVITY
The objective of our physical activity programs is to provide activities and opportunities that encourage and motivate employees to achieve the minimum physical activity recommendations. National physical activity guidelines released by the American College of Sports Medicine and the American Heart Association clearly state that to maintain good health, all healthy adults need moderate-intensity aerobic physical activity (such as brisk walking) for at least 30 minutes for five days each week, or vigorous-intensity aerobic physical activity (such as jogging) for at least 20 minutes for three days each week. In addition, every adult should perform activities that maintain or increase muscular strength at least two days each week. The guidelines also stress that those who want to lose weight or improve their personal fitness should exercise more than the minimum recommendations.

CONTACT US
For any questions on health & wellness programs, please contact the following HSE & wellness staff:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Shanna Dunbar</td>
<td>Elyria Health &amp; Wellness Coordinator</td>
<td>440-329-9346</td>
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<td>Melissa Sander</td>
<td>Elyria HSE Coordinator</td>
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<td>Maria Gutierrez</td>
<td>BCVS HSE Manager</td>
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<td>Matt Scerba</td>
<td>Group HSE Assurance Leader</td>
<td>440-329-9362</td>
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<td>Jennifer Ackley</td>
<td>Administrative Assistant</td>
<td>440-329-9427</td>
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For more information, check out the Health & Wellness page on the BCVS intranet @ http://bcvs.ely.knorr-bremse.com/wellness/activities.jsp for annual closings or holiday hours, announcements, activities, programs, events, and class schedules.
MEMBERSHIP
The onsite wellness and fitness center is available for use by BCVS and BSFB employees, including:
- Full time and part time employees
- Summer interns (SHIP students)
- Co-op students
- Retirees
- Furloughed employees

Access to the wellness and fitness center will also be allowed to employee eligible family members (spouses and children 18 years of age or older). Each employee will also be allowed to extend access to one guest. Please see hours of operation for access restrictions.

HOURS OF OPERATION

<table>
<thead>
<tr>
<th>Group</th>
<th>Days</th>
<th>Access Times</th>
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<tr>
<td>Full time and part time employees; Summer</td>
<td>Monday –</td>
<td>24 Hours</td>
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<tr>
<td>intern (SHIP students); and Co-op students</td>
<td>Sunday</td>
<td></td>
</tr>
<tr>
<td>Eligible family members and guests</td>
<td>Monday –</td>
<td>24 Hours</td>
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<tr>
<td>accompanied by sponsoring employee</td>
<td>Sunday</td>
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<tr>
<td>Unaccompanied eligible family members and</td>
<td>Monday –</td>
<td>7 am – 5 pm</td>
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<tr>
<td>guests</td>
<td>Friday</td>
<td></td>
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<tr>
<td>Retirees and Furloughed employees</td>
<td>Monday –</td>
<td>8 am – 11 am &amp; 1 pm –</td>
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<td></td>
<td>Friday</td>
<td>4 pm</td>
</tr>
<tr>
<td>Eligible family members and guests - will</td>
<td>Monday –</td>
<td>8 am – 11 am &amp; 1 pm –</td>
</tr>
<tr>
<td>only be allowed if accompanied by</td>
<td>Friday</td>
<td>4 pm</td>
</tr>
<tr>
<td>sponsoring retiree/ furloughed employee</td>
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MEMBERSHIP GUIDELINES
Membership is required for use of the wellness and fitness center. Every individual is required to complete the following forms:

1. Wellness & Fitness Center Registration Form
2. Wellness Center Liability Waiver

Both forms are posted on the BCVS intranet under the Health and Wellness page and copies can be obtained through the HSE department. Both the registration form and the signed liability waiver shall be retained on file by the Health & Wellness Coordinator. The liability waiver shall be updated on an annual basis.

The wellness and fitness center is to be used only during an employee's non-working hours. Employees are encouraged to use the room in conjunction with their flextime hours with previous approval by their supervisor or manager. After normal working hours and on weekends, eligible family members and guests MUST be accompanied in the building by the sponsoring employee. There is no limit to registered eligible family members, but only one guest is permitted at a time.

Employees visiting from other BCVS, BSFB or KB facilities may utilize the wellness and fitness center upon completion of the registration form and liability waiver. Temporary and contract workers are not granted membership to the wellness and fitness center as part of employment, but may be granted access by being a guest of an employee.

All visitors (including retirees and furloughed employees) shall enter and sign in through the security entrance. Visitors shall proceed directly to the wellness and fitness center upon entering the building and proceed directly to the security entrance upon completion of workout. Any visitor not abiding by this requirement will be subject to loss of privileges and access to the wellness and fitness center.
OPERATION

- Members are to be respectful to one another. No horseplay is permitted.
- Visitors are asked to sign in at the wellness and fitness center every time the room is used and employees should track center usage through the electronic active lifestyle tracking sheet.
- Proper attire for physical activity must be worn at all times, which includes sweat suits, t-shirts, shorts, sneakers, leotards or tights. All members should avoid zippers, snaps, and buttons on clothing that can get caught in the equipment or pose a safety hazard. Jewelry is not recommended to be worn while working out.
- Members are asked to wash their hands or use hand sanitizer before initially touching or using any of the equipment to prevent the spread of disease.
- Members are asked to bring their own towels to prevent perspiration from reaching equipment. Members shall wipe each machine clean of perspiration after each use. Bottles of sanitizing solution and paper towels are also available for use.
- Members are asked not to misuse or mistreat the equipment. Exercise equipment should be used according to its intended purpose and design. Please observe signs posted on these machines.
- If a piece of equipment does not work properly, please stop using it and notify an HSE member immediately.
- No smoking is permitted in the building. Food and gum are prohibited in exercise areas. Only water in plastic water bottles with spill-proof caps is allowed (no glass).
- Only personal music headsets will be allowed with exception of the music utilized for cardio instruction.
- Strength training equipment is used on a first-come, first-served basis. You may not reserve a piece of equipment for a specific time period. Members who are circuit training have the right of way in the use of the strength training equipment.
- During weekday peak hours (11:00 am - 1:00 pm and 4:00 pm – 6:00 pm) cardiovascular equipment (bikes, treadmills, elliptical machines) can be reserved and shall be limited to 30 minutes. Please allow a 5-minute grace period before and after for all whom have signed up for this equipment. You may forfeit your right to use that piece of cardio equipment at the allotted time if you are not present and in proper workout clothes within the allotted time.
- If your schedule is flexible, we encourage you to come during non-peak hours. Please be aware that you may have to wait to use machines during peak hours. Cross-training on a variety of machines will give you greater flexibility with your workouts at these times.
- Cardio room can be reserved through outlook (BCVS Elyria Cardio Room), except for the times when company sponsored classes are held in this room. Workout videos and DVD’s are available for use and are located in the cardio room. Members are encouraged to bring their own workout videos / DVD’s / CD’s and use the room’s audio/visual equipment. Members should maintain music volumes as to not cause a disturbance for the downstairs fitness room.
- Cardio is limited to 15 members a class. No one may enter the class once it has begun in order to prevent injuries from improper warm ups. Rules governing class will be determined by the instructor.
- Employees are not permitted to bring in any free weights with the exception of hand weights for cardio and the dumbbell rack supplied.
- No more than 45 people can be in the room at one time to prevent overcrowding and unsafe conditions.
- Due to the advances in telephone video technology, and to protect the safety and privacy of all, cell phones may not be used in the fitness center. If you must use the cell phone, please do so outside the wellness center and be courteous to those around you (turn ringer to the “off”, “low” or “vibrate”)
- Wellness and Fitness center is monitored through security cameras.
- For your protection, any accident or incident must be reported immediately to security and an HSE staff member.
An emergency phone is located at the room entrance to contact security (x9141) in case of an emergency.

**SHOWERS & LOCKERS**

- Showers and changing areas are available at both the men’s and women’s bathrooms located near the wellness and fitness center.
- Members shall bring their own towels and toiletries.
- Members are asked to limit time in showers if people are waiting.
- Free lockers are available for your use. Personal locks can be used on available free lockers to store personal items during normal working hours. Please remove all items when you leave for the day. All non-approved locks remaining overnight will be removed and contents will be placed with security.
- Employee members have the option of renting a locker. Fifteen men and fifteen women lockers are available for 12 month rental with locks supplied by the HSE department. The initial fee for permanent lockers is $25. After the first year, the renewal fee is $15.00. Fees can be paid by check payable to Bendix CVS or by redeeming Bendix Bucks from the Active Lifestyle Program. If renewal fee is not paid by the end of the 12 month period, the lock will be removed and all contents taken to security. Employees who have a lock removed shall lose their privilege of the permanent locker unless reinstated by the Wellness Team after petition. All past due locker fees must be paid prior to consideration of the petition.
- Please respect others by cleaning up after yourself in the locker rooms.
- BCVS is not responsible for lost, stolen or damaged personal property.

**CLEANING & MAINTENANCE**

- All fitness center equipment is on a quarterly preventative maintenance schedule.
- Wellness and fitness center is inspected on a monthly basis to detect and promptly correct any hazards or unsafe conditions.
- Wellness and fitness center is on a routine cleaning schedule conducted by a contractor.

Please report any equipment that is damaged or in need of repair by e-mail or voice mail to any member of the HSE department on the contact list.

**COMMENTS, SUGGESTION & COMPLAINTS**

- We welcome all comments and suggestions from our members. Please submit comments, suggestions or complaints in writing via e-mail to any member of the HSE department on the contact list.
- All comments, suggestions and complaints will be reviewed on a monthly basis by the wellness team.
- All disciplinary actions will be reviewed by the BCVS HSE Manager and referred to the appropriate HR representative.