

Fitness Reimbursement Program

Overview

Concert recognizes the importance of fitness and physical health to the overall well-being of our staff and to promote healthy workplaces. We are pleased to provide this benefit to support our employees, as well as their family members, in living a healthier lifestyle.

The Details

Eligibility

This policy applies to permanent full-time employees who are enrolled in Concert's extended health benefits plan.

Coverage and Terms

Concert will reimburse 50% of eligible expenses for the employee or their dependent(s) (covered in the employees extended benefits plan), to participate in fitness activities and classes, up to a predetermined maximum per plan year.

Examples of eligible activities include but are not limited to golf, running, tennis, badminton, swimming, baseball, volleyball, soccer, lacrosse, dance, gym and fitness classes, yoga, Pilates, hockey, ski/snowboard, self-defense or martial arts, curling, bowling, ultimate frisbee, and any lessons or personal trainers to support the improvement of any of the above.

Examples of expenses eligible for reimbursement include:

- Fitness club memberships
- Personal trainer fees
- Running clinic and race fees
- Recreational sports team fees
- Drop-in fees, tickets or day passes for classes
- Online Fitness Program fees.
- Sports equipment
- Wearable technology dedicated for fitness (ex. GPS watch, pedometer)
- Footwear

The above list of eligible activities and expenses is not exhaustive; however, we ask that employees use their best judgement in determining what expenses to submit through this program. If there are any questions about eligible expenses, speak with a People Experience team member.

All reimbursements issued to employees under this program are a taxable benefit for the year that the payment is issued.

Exceptions

The following are items that are NOT eligible for reimbursement under the program:

- Cell phones, tablets, video game consoles or laptops
- Smart watches not designed primarily for fitness purposes (ex. Apple or Samsung watches)
- Vitamins or supplements
- Medical supplies or equipment
- Clothing and accessories
- Service fees (ex. golf cart rental fees, referee fees, etc.)

Process

The plan year runs from January 1 – December 31 each year.

Expenses for each plan year may be submitted from the start of each plan year on January 1 until no later than fifteen (15) days following the end of each plan year. Late submissions will not be accepted and will not be eligible for reimbursement.

Any remaining balance is not eligible for carry forward to the following year.

To submit a Fitness Reimbursement Program Claim, complete a *Fitness Reimbursement Form* and email the form along with all original receipt(s) to payrollandhr@concertproperties.com with the subject line: "Fitness Reimbursement Request – EMPLOYEE NAME". Manager approval is required.

Reimbursement will be via direct deposit included in an employee's semi-monthly pay, within 45 days of submission.

Concert reserves the right to amend or discontinue this benefit, with reasonable notice.