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# POLICIES AND PROCEDURES

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*The Wellness Center Rules and Regulations (the “Rules”) are implemented in Watson Wellness Center at the Marysville site, the Associate Wellness Center at the Anna site, the Wellness Center at the East Liberty site, ADC-OH Rec Center, TMP-OH Activity Center, Honda Health & Fitness Center (Torrance, CA), Honda Wellness Center (Lincoln, AL) and the Wellness Center at the Performance Manufacturing Center site (collectively, the “Centers”). Some of the Centers may have additional restrictions that will be provided or posted at the facility. These Rules apply to all members and guests of the Centers and have been expressly adopted into the Membership Application. If a Member abuses any terms of Membership or violates any of the below Rules, the Centers reserve the right to revoke the membership immediately along with ability to access any of the Centers in the future.*

## **Membership Rules & Information:**

- Memberships are for Honda Associates as well as some of the Honda affiliate companies
- Honda Wellness Center membership follows the same dependent eligibility guidelines as your medical benefits. Your dependents are eligible to be on your membership until they have reached their 26th birthday. Only members, as defined in the Membership Application, and approved guests are eligible to use the Centers.
- Members 16 and older should provide their membership key card at check in, each time they visit. Sharing a magnetic key card is strictly prohibited.
- If card is lost or stolen, a replacement card may be purchased for a small fee.
- Associates visiting from Honda affiliate companies are eligible for temporary memberships for a fee of \$10+tax/month .
- All Members are subject to all terms and conditions expressed in the Honda Wellness Centers Membership Application, including the (1) Consent and Release and (2) Fitness, Sports and Recreational Activity Waiver, if applicable.
- The Centers have the discretion to ask individuals, membership or not, to leave the premises if their behavior is not in line with the Rules or if they are being disruptive to others or the staff.
- It is the Member’s responsibility to contact a health care provider prior to utilizing the Centers. Each Member that uses the Centers certifies that they are in good health and in proper physical condition to participate in exercise activities. If at any time using the Centers may be unsafe, the Member will immediately discontinue participation.
- Neither American Honda Motor Co., Inc. or Honda Development & Manufacturing of America, LLC (collectively “Honda”) nor Health Fitness Corporation (“HFC”) are responsible for any injury or accident occurring in the facility or during use of the equipment, including use of the locker room and shower area.

## **General Rules & Information:**

- Appropriate attire must be worn at all times.
- Children under the age of 16 must be accompanied by member who is 16 or older for the entirety of their visit.
- Wellness Center equipment damaged, lost or not returned will be charged to the associate or family member responsible.
- Honda and HFC are not responsible for lost or stolen articles.
- Alcohol and tobacco products are not permitted in the Wellness Center.
- The use of profane or offensive language in any form is strictly prohibited
- Absolutely **NO OUTSIDE SERVICES**. This includes, but not limited to: Personal Training, Physical Therapy, Massage Therapy and Private Swim Instruction, etc.
- All wellness center staff decisions are final.
- For questions or concerns, please contact staff: (WWC) [wellness\\_center@HAM.honda.com](mailto:wellness_center@HAM.honda.com), (ELP) [elp\\_wellness\\_center@ham.honda.com](mailto:elp_wellness_center@ham.honda.com) or (AWC) [Associate\\_wellness\\_center@HAM.honda.com](mailto:Associate_wellness_center@HAM.honda.com)

## **24 Hour Access Information:**

- 24 hour facility access is permitted based on a current Wellness Center membership status. Expired members are not eligible to use the facility at any time.
- Members must be 18 years or older in order to access and use the facility during unstaffed hours. No Exceptions.
- Members must scan an Active HONDA campus badge or Active Wellness Center issued badge at the main entrance door to enter facility, next members must scan their Active HONDA campus badge or Active Wellness Center issued badge at the front desk for visit tracking.
- A member’s badge will give access to that member only. Tailgating/Piggybacking will not be permitted. This includes dependents under the age of 18.
- Guests are not permitted during unstaffed hours.
- In case of emergency, DIAL 1000 from any phone.

***If any rules or policies are not followed, your Honda Wellness Center privileges may be Suspended or revoked.***



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### **Daily Guest Policy:**

- Each membership, family or single, will be permitted to bring FIVE (5) guests per visit. Fee: \$5 each, per day.
- A member must be at least 16 years of age in order to bring a guest.
- All guests must have a Guest Consent, Release and Authorization form, which will be valid for 12 months.
- Guests under the age of 18 must have this form completed by a parent or legal guardian prior to entering the building. No written notes permitted.
- A Wellness Center member must always accompany their guest, & are responsible for the guest's adherence to all Wellness Center Guidelines. When the member leaves the Wellness Center, the guest must also leave the facility.
- Guests are not eligible to participate in any Wellness Center leagues or tournaments.

### **Weight Room Information:**

- Proper workout attire must be worn at all times. Shirt and shoes must be worn. Open-toed sandals, dress shoes and work boots are not permitted to be worn in the weight room and/or while using aerobic equipment.
- Members under the age of 16 are not permitted in the weight room, unless they have completed the Youth Fitness Program – "FitStart". (Ask a staff member for more information.)
- Members are responsible for replacing all equipment after each use.
- After using any of the equipment, clean all machines using the spray bottle or cleaning wipes provided by the facility.
- Televisions & radio stations and music selections are on an approved list set by management.

### **Gymnasium Information:**

- Equipment is to be set up or changed by the Wellness Center Staff only.
- Shirt and shoes must be worn at all times.
- Street, work, dark soled gym or turf shoes are not permitted on the gymnasium floor.
- NO STEEL TOE SHOES!
- Members are responsible for replacing all gymnasium equipment after each use. (No FOOD or DRINK (except water) permitted.)
- The gymnasium is occasionally used for corporate events and will be closed during these times.

### **Swimming Pool & Program Registration Policies:**

- Street shoes are not permitted in the pool area.
- Proper swimming attire must be worn at all times. T-shirts, cut-off shorts, and thongs are not allowed.
- Children under 13 must be accompanied by a member (16 or older).
- An adult must directly supervise the use of floatation devices. The lifeguard must approve all floatation devices, toys, ball, etc.
- No electrical devices of any kind are permitted.
- If a person displays the inability to swim in the deep end, the lifeguard reserves the right to give them a swim test.
- Children must be supervised at all times in the baby pool area.
- Parents must change diapers in the locker room (Health Department Regulations).
- **The pool will be closed when no lifeguard is on duty.**
- In the case of lightning or any unexpected situations, the pool area will be closed.

***If any rules or policies are not followed, your Honda Wellness Center privileges may be Suspended or revoked.***