



# ***Employee Handbook***

THIS HANDBOOK DOES NOT CREATE A CONTRACT OF EMPLOYMENT, EXPRESS OR IMPLIED.

*Last Updated: 01/2026*

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# Welcome

## Message From Our CEO

*Hello, Chuzer!*

*We are thrilled and grateful to have you on our team. We believe in putting people first and building a community of belonging through human connection and kindness. Being part of the Chuze team is more than a job; we are a group of authentic, caring, and passionate individuals who are determined to Chuze Kindness with every interaction.*

*It is our employees' loyalty, commitment, and continued efforts which has earned us a reputation of being an employer of choice. Our strength and future growth depend on the contributions made by you and each person within our organization. So, whether you are new to Chuze or have been here for years, thank you for choosing Chuze!*

*- Cory Brightwell, CEO*

## About Our Company

Chuze has always emphasized that outstanding people are the key to our success. Every employee has an important role in our operations, and we value the abilities, experience, and background they bring with them. We have hired you because we believe you have the skills and the potential to help Chuze succeed.

While we expect employees to perform the tasks assigned to them to the best of their abilities, we know that you have expectations of Chuze as well. Our commitment extends to maintaining good working conditions.

Chuze is committed to:

- **Chuze Kindness**: Kindness is the greatest and most universal human superpower. It is a choice that is courageous, contagious, and continuous. At Chuze, we choose kindness.
- **Your well-being**: From a safe work environment to work-life balance to benefits and compensation, Chuze is focused on what is important to our employees. We know it's when you feel your best that you can do your best.
- **Inclusivity**: We prioritize creating a workplace that celebrates diversity and encourages open dialogue, recognizing that it is through embracing our differences that we cultivate innovation and drive success. We aim to create a supportive community where each team member feels valued, respected, and has the opportunity to thrive.
- **Listening**: We will continue to look to our employees for ideas about how to improve all areas of our business, through surveys, discussions with employees by leaders, and our open-door policy. We cannot address what we do not know. (You can always reach the HR team at [hr@chuzefitness.com](mailto:hr@chuzefitness.com).)
- **Transparency**: We believe in openness and honesty in all aspects of our operations, whether it be transparent company updates or decision-making processes, or clear and frequent communication about your performance.

## Contacts

Company Name: Rachas Inc. dba Chuze Fitness 1011 Camino del Rio S. Suite 350, San Diego, CA 92108	(619) 780-0141
Human Resources Team	<a href="mailto:HR@chuzefitness.com">HR@chuzefitness.com</a>
Payroll Team	<a href="mailto:Payroll@chuzefitness.com">Payroll@chuzefitness.com</a>
Risk and Compliance Team	<a href="mailto:Compliance@chuzefitness.com">Compliance@chuzefitness.com</a>
Total Rewards Team	<a href="mailto:TotalRewards@chuzefitness.com">TotalRewards@chuzefitness.com</a>

**Next Section:** *General Information*

# General Information

## Purpose of Employee Handbook

This handbook is to help you become acquainted with Rachas, Inc. dba Chuze Fitness (“Chuze” or the “Company”) and provide a reference for questions you may have regarding your employment with us. To ensure continued success, we feel it is important that all employees understand our policies and procedures. This Employee Handbook will familiarize you with the various aspects of working with us. We encourage all employees to use the Handbook as a valuable resource for understanding our Company.

The contents of this handbook are only a summary of the employee benefits, practices, and policies in effect at the time of publication. Chuze retains the right to add, modify, or delete policies, benefits, wages, and all other working conditions as it deems appropriate without obtaining another person’s consent or agreement. Therefore, this handbook should not be construed as creating any kind of “employment contract.” If an employee has any questions or concerns about this Employee Handbook or any other policy or procedure, please ask your leader, your Human Resources representative or another member of management.

Nothing in this Employee Handbook or in any other document or policy is intended to violate any local, state or federal law. Nothing in this Employee Handbook is intended to limit any concerted activities by employees relating to employee wages, hours or working conditions, or any other conduct protected by Section 7 of the National Labor Relations Act (NLRA). Furthermore, nothing in this Employee Handbook prohibits an employee from reporting concerns, making lawful disclosures or communicating with any governmental authority about conduct the employee believes violates any laws or regulations. For additional information regarding activity protected under the NLRA, employees can review information on the National Labor Relations Board’s website: <https://www.nlrb.gov/about-nlrb/rights-we-protect>.

This Handbook may apply to employees working in a state with greater or different rights. All state-specific supplements will be provided as addendums to this handbook. The Company complies with applicable state and local laws.

## Employment At-Will

Employment with Chuze Fitness is at-will, unless state law provides otherwise. This means that employment may be terminated for any or no reason, with or without cause or notice at any time by the employee or by the Company.

This handbook supersedes any and all prior handbooks, written documents, or oral representations that contradict the at-will nature of your employment. Nothing in this Handbook or any oral statement will limit the right to terminate the at-will employment relationship. This at-will employment policy is the sole and entire agreement between the employee and Chuze Fitness regarding the fact that employment with Chuze Fitness is at-will. No manager or department has any authority to enter into a contract of employment - express or implied - that changes the fact that employment with the Company is at-will. Only the CEO has the authority to enter into an agreement that alters the at-will employment relationship and any such agreement must be in writing and signed by the CEO.

## For Our New Employees

For every new employee, including rehires, there will be a 90 day introductory employment period. During this time, your job performance, attendance, and overall interest in your job will be assessed. Employees who fail to demonstrate the expected performance, commitment, and attitude may be terminated. However, completion of the introductory period does not change or alter the “at-will” employment relationship.

During the introductory period, you may not be eligible for certain Company benefits.

## How Chuze will Communicate with You

At Chuze, effective communication is paramount to our success, and we are committed to keeping our employees well-informed and engaged. We utilize various channels to communicate important information and updates. Here are some of the primary methods through which communication will be facilitated:

**Email.** Email is a primary means of communication for official company announcements, updates, and important information. Employees may receive updates and important information from various ChuzeFitness.com emails, such as HR@ChuzeFitness.com, [TotalRewards@ChuzeFitness.com](mailto:TotalRewards@ChuzeFitness.com), and Happenings@ChuzeFitness.com.

**Phone, Texting, Communication Apps.** In certain situations, phone calls or text messages may be used for urgent or time-sensitive communication, such as for scheduling purposes. Employees should ensure that their contact information, especially mobile phone numbers, is accurate and up-to-date in the company records.

**Employee Website:** Our dedicated Employee Website serves as a centralized platform for sharing resources, policies, and announcements. It is a dynamic platform created to streamline communication, foster teamwork, and provide easy access to essential information for all employees. Access to certain resources may be limited by position or department. Employees must respect the privacy and confidentiality of information shared on the platform or within the resources on the platform.

Effective communication is a two-way street, and we appreciate your active participation in staying informed and engaged with Chuze's communications. Thank you for your commitment to transparent and efficient communication within our organization.

*Next Section: Commitment to Diversity*

# Commitment to Diversity

We strive for diversity, equity, and inclusion within our Chuze families and throughout our communities. We are committed to treating all humans with love, kindness, and respect and will NOT stand for racism in any form. Our promise to our current and future employees is to actively fight toward being a sanctuary that's free from tokenism, microaggressions, or any other form of racism or discrimination. We acknowledge that we have blind spots and are committed to expanding our vision. There is always more work to be done, not only within Chuze Fitness but also in our communities. We promise to strive to be the blueprint of what the world should be and will give every employee the freedom to be passionate, the freedom to be heard, and the freedom to be proud of who they are. We choose this not because it is the law but because diversity, equity, and inclusion for ALL is what we stand for.

## Equal Employment Opportunity

Chuze is an equal opportunity employer. In accordance with applicable law, we prohibit discrimination and harassment against any applicant or employee based on any legally protected characteristics, including, but not limited to: veteran status, uniformed servicemember status, race, color, religion, sex, sexual orientation, gender identity, pregnancy (including childbirth, lactation and related medical conditions), national origin or ancestry, citizenship or immigration status, physical or mental disability, genetic information (including testing and characteristics) or any other category protected by federal, state or local law (collectively, "protected characteristics"). Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination and harassment by any employee, including managers and co-workers.

Any individual who believes that they or another individual have been subjected to discrimination in violation of this policy should report it pursuant to the Complaint Procedures described in the Company's Sexual and Other Unlawful Harassment policy. If the Company determines this policy has been violated, appropriate disciplinary action, up to and including termination of employment, will be taken.

Retaliation is prohibited against any person by another employee or by the Company for reporting proscribed discrimination or for filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing conducted by a governmental enforcement agency. An individual should report any retaliation prohibited by this policy pursuant to the Complaint Procedures described in the Company's Sexual and Other Unlawful Harassment policy. If a complaint of retaliation is substantiated, appropriate disciplinary action, up to and including termination of employment, will be taken.

Note – For employees in some states, there may be a policy that supplements or supersedes this one. Refer to your state supplement.

## Sexual and Other Unlawful Harassment

Chuze is committed to providing a work environment that is free of harassment. As a result, the Company maintains a strict policy prohibiting sexual harassment and harassment against any applicant or employee based on any legally recognized status. This policy applies to any person involved in our operations, including but not limited to employees, members, or vendors, and this policy specifically prohibits conduct that creates or contributes to a hostile or offensive working environment for any Company employee or applicant based on protected characteristics. If such harassment occurs that an employee believes to be a violation of this policy, the procedures set forth in the Complaint Procedures in this policy should be followed.

Please see the [Sexual and Other Unlawful Harassment Policy](#) for details on the policy, including examples of what constitutes harassment, what to do if you believe you or another individual has been harassed, and what the company will do once a report has been made.

## Gender Identity and Expression

We are committed to fostering an inclusive, respectful, and supportive environment for all individuals, regardless of their gender identity or expression. Discrimination, harassment, or any form of mistreatment based on gender identity or expression will not be tolerated. Please see the [Gender Identity and Expression Policy](#) for details

## Accommodations

Chuze is committed to complying with all laws protecting qualified individuals with disabilities, as well as employees' religious beliefs and practices. This policy extends to all aspects of our employment practices, including but not limited to recruiting, hiring, discipline, termination, promotions, transfers, compensation, benefits, training, leaves of absence, and other terms and conditions of employment. Chuze will provide a reasonable accommodation for any known physical or mental disability of a qualified individual and/or employee's religious beliefs and practices, provided the requested accommodation does not create an undue hardship for the Company and/or does not pose a direct threat to the health or safety of others in the workplace and/or to the individual.

Please see the [Accommodations Policy](#) for details, including examples of different types of accommodations.

To inquire about or request an accommodation, contact the Human Resources department, preferably in writing. Once Chuze is aware of the need for an accommodation, the Company will engage in an interactive process to identify possible accommodations.

Note – For employees in some states, there may be a policy that supplements or supersedes this one. Refer to your state supplement.

**Next Section:** *General Employment Practices*

# General Employment Practices

## Employee Classifications

Employees of Chuze are classified as either exempt or nonexempt under federal and state wage and hour laws and are further classified for administrative purposes. The following designations are used throughout this Employee Handbook.

For compensation and administrative purposes, Chuze classifies its employees as follows:

**Regular, Full-Time.** Employees who work an average of 30 hours per week per measurement period, as determined by the Company in its sole discretion<sup>1</sup>, and maintain continuous employment status. Full-time employees are generally eligible for the employee benefits described in this Employee Handbook and are provided with benefits required by applicable law.

**Regular, Part-Time.** Employees who are regularly scheduled to work fewer than 30 hours per week, as determined by the Company in its sole discretion, and maintain continuous employment status. Part-time employees are eligible for some, but not all, employee benefits described in this Employee Handbook and are provided with benefits required by applicable law.

**Temporary or Seasonal.** Employees who are hired for a specific purpose or time period, such as during the holidays. The employment status of temporary employees will not be changed due to an extension of employment in excess of that originally planned. A temporary employee may work a full-time or part-time schedule. Temporary employees are not eligible for Company benefits, except as required by applicable law, and may be classified as exempt or nonexempt on the basis of job duties and compensation. Temporary employees remain employed at-will at all times.

**Inactive Status.** Employees who are on any type of leave of absence, work-related or non-work related, that exceeds any protected local, state or federal leave of absence will be placed on inactive status.

Employees are further classified as either exempt or nonexempt under federal and state wage and hour laws:

**Exempt Employees.** Exempt employees are employees whose job assignments meet specific tests established by the federal Fair Labor Standards Act (FLSA) and state law and who are exempt from minimum wage and overtime pay requirements. Exempt employees are compensated on a salary basis.

**Non-Exempt Employees.** Nonexempt employees are employees whose job positions do not meet FLSA or applicable state exemption tests, and who are not exempt from minimum wage and overtime pay requirements. Nonexempt employees are eligible to receive overtime pay for hours worked in excess of 40 hours in a given week, or as otherwise required by applicable state law.

We will inform employees of their employment status as full-time, part-time, or temporary upon commencing employment and if there is a change in status. We may review or change employee classifications at any time. Employees will be informed whether their status is exempt or nonexempt and should consult their manager or Human Resources with any questions or concerns regarding this status.

## Employment Eligibility and Work Authorization

Chuze is committed to employing only individuals who are authorized to work in the United States and who comply with applicable immigration and employment law. As a condition of employment, every individual must provide satisfactory documentation of their identity and employment authorization to work in the United States within three business days after their first day of commencing employment. If the employee cannot verify their right to work in the United States within three business days after the first day of employment, the Company will be required to terminate their employment immediately.

Note – For employees in some states, there may be a policy that supplements or supersedes this one. Refer to your state supplement.

## Background Checks

The Company recognizes the importance of maintaining a safe, secure workplace with qualified, reliable, and nonviolent employees who do not present a risk to co-workers or others. To ensure this, the Company reserves the right to investigate an individual's prior employment, personal references, educational background, and criminal history (to the extent permissible by law). This may include reviewing pending criminal matters in appropriate circumstances, consistent with applicable legal requirements.

To protect our business interests and ensure a safe and secure work environment, the Company may conduct background checks as a condition of employment or continued employment. All background checks will be conducted, and resulting information used, in compliance with all applicable federal, state and local laws, including:

- The federal Fair Credit Reporting Act (FCRA) and state fair credit reporting laws;
- Antidiscrimination laws;
- Salary history inquiry restrictions;
- Ban the box, clean slate, fair chance and other laws limiting the use of criminal history for employment purposes; and
- Privacy laws.

Information obtained through a background check may include, but is not limited to:

- Employment history
- Educational background
- Criminal history, to the extent permitted by law
- Credit information, to the extent permitted by law
- Any other information relevant to an individual's employment

For those under the age of 18, we require parental or guardian consent prior to conducting a background check. This is to ensure compliance with applicable laws and to protect the rights of minors. Consent must be obtained in writing before any background check can be initiated.

If a third-party background check provider or credit reporting agency is used, we will disclose the background check process and obtain prior authorization from the individual, as required by the FCRA and applicable state law. If adverse action is considered based on the background check findings, we will follow all applicable notice and disclosure requirements.

We are committed to safeguarding all information obtained through background checks, using it solely for its intended purpose, and sharing it only with individuals who have a legitimate business reason to know. The information will be securely stored and properly disposed of when no longer needed.

The Company reserves the right to investigate an individual's prior employment, references, educational background, and criminal history (to the extent permissible by law), to ensure that employees are qualified, reliable, and do not present a risk to others in the workplace. We may also consider pending criminal matters in appropriate circumstances, in compliance with applicable laws.

The Company is an equal opportunity employer and will comply with all relevant laws related to background checks. Should you have any questions regarding this policy, please contact Human Resources.

## Access to Personnel Files

Employees have the right to access their personnel files in accordance with applicable laws. To review or request a copy of your file, please contact the HR department. HR will assist you in scheduling a time to view your file or provide the requested documents, in compliance with company policies and relevant legal requirements.

## Performance Reviews

Performance reviews are conducted annually; however, supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. A positive performance review does not guarantee a salary increase or a promotion. These decisions are made at the discretion of the Company and depend on a number of factors in addition to an employee's individual performance. We reserve the right to make any personnel changes (including termination) before or after

performance evaluations.

## Training Requirements

All employees are required to complete mandatory compliance courses in a timely manner, including but not limited to anti-harassment, workplace violence, and monthly safety topics. These courses must be completed promptly upon hire, promotion, or reassignment to a new role. Adherence to this training schedule is essential for maintaining a safe and respectful work environment. Managers will provide guidance on course deadlines and track completion to ensure compliance.

## Personal Data

### CCPA/CPRA

As part of our application process, you acknowledged and confirmed that you received, read and understand the CCPA/CPRA Disclosure to Employees, pursuant to the California Consumer Privacy Act (CCPA) and the California Privacy Rights Act (CPRA). This notice explains how the company collects, uses, shares, and maintains the personal information of current and former employees for business purposes. It also outlines your rights under California law regarding your personal information, including the right to access, correct, or request deletion of your information, as well as other rights provided by the CCPA and CPRA. Should you have any questions, please reach out to [HR@chuzefitness.com](mailto:HR@chuzefitness.com).

### Changes in Personal Data

To better assist employees and/or their families in the event of personal emergencies, the Company needs to maintain up-to-date contact information. Maintaining accurate information in our files is also important for recordkeeping, payroll and benefits-related purposes. Changes in name, address, telephone number, marital status, number of dependents, next of kin and/or beneficiaries should be updated in the Company's online payroll and timekeeping system.

### Reference Checks and Outside Inquiries Concerning Employees

So that the Company can handle requests (e.g. for job references) in a consistent, fair and lawful manner, all inquiries from outside sources concerning employees or former employees should be directed to Human Resources. No information should be given regarding any employee by any other employee or manager to an outside source. This includes, but is not limited to, reference checks, background checks, verifications of employment and any details regarding employee schedules. In response to job reference requests, Chuze will only confirm current or former employees' dates of employment and job title. If an employee or former employee submits written authorization, the Company will also provide information regarding salary or wage history.

All requests and inquiries should be forwarded to the Human Resources Team at [hr@chuzefitness.com](mailto:hr@chuzefitness.com).

## Romantic and Family Relationships at Work

At Chuze, we believe in making meaningful connections and we recognize that connections between employees can extend beyond the workplace. A familial or intimate relationship among employees can create an actual, potential or perceived conflict of interest in the employment setting, especially if one family member, spouse, partner or member of such a relationship supervises another family member, spouse, partner or member. It is not our intent to interfere with friendships and other relationships that may develop over the course of employment at Chuze. Rather, this policy is designed to provide guidelines as to how relationships should be conducted during working hours and within the workplace in order to maintain a professional, unbiased, and productive work environment. We are committed to ensuring that our workplace remains a space where everyone feels comfortable and respected.

We will not take any adverse employment action against any employee for engaging in romantic relationships (with a non-subordinate) during non working hours away from company premises. However, we will consider such relationships when they affect an employee's job performance, occur during working time, occur on company premises or pose a potential conflict of interest

Employees in leadership or supervisory positions are prohibited from engaging in romantic or intimate relationships with their subordinates.

See the full [Romantic and Family Relationships at Work Policy](#) for details.

## Outside Employment

While we do not prohibit employees from holding other jobs, the following types of outside employment are prohibited:

- Employment that conflicts with an employee's work schedule, duties or responsibilities or creates an actual conflict of interest;
- Employment that impairs or has a detrimental effect on an employee's work performance;
- Employment that requires an employee to conduct work or related activities on company property, during company working hours or using company facilities and/or equipment; and
- Employment that directly or indirectly competes with our business or interests.

In addition, employees may not work for any client or customer outside of regular work hours without the express approval of the employer or a designated representative.

If an employee engages in outside employment, they may not:

- Use the Chuze Fitness name nor allude to their position with us in any way in connection with their outside employment;
- Use company property or services, including supplies, computers, phones, mail or internet to conduct work-related tasks on behalf of the outside employer; or
- Disclose or otherwise use in their outside employment any business information that is proprietary and confidential to Chuze Fitness.

For the purposes of this policy, self-employment is considered outside employment.

We do not assume any responsibility for employees' outside employment. Specifically, we do not provide workers' compensation coverage or any other benefit for injuries occurring from, or arising out of, outside employment.

If an employee's outside employment adversely affects their job performance, such as preventing them from carrying out their job duties, then disciplinary action, up to and including termination, may be appropriate.

Protected concerted activity covered by the National Labor Relations Act (NLRA) or a collective bargaining agreement is not prohibited by this policy. This policy does not create or imply a non-compete agreement.

## Voluntary Open-Door Policy

We recognize that employees may have suggestions for improving our workplace, as well as complaints about the workplace. We feel that the most satisfactory solution to a job-related problem or concern is usually reached through a prompt discussion with an employee's manager. Employees should feel free to contact their manager with any suggestions and/or complaints. If employees do not feel comfortable contacting their manager or are not satisfied with their manager's response, they should contact Human Resources.

While we provide employees with this opportunity to communicate their views, please understand that not every complaint can be resolved to the employee's satisfaction. Even so, we believe that open communication is essential to a successful work environment, and all employees should feel free to raise issues of concern without fear of reprisal.

Please note that some company policies, such as the Sexual and Other Unlawful Harassment policy, contain specific reporting procedures that should be followed. Employees should utilize this Voluntary Open-Door policy for reports and ideas that are not addressed through the Company's specific reporting procedures.

*Next Section: Workplace Conduct*

# Workplace Conduct

Our Behaviors: Who We Are



## Chuzers Are...

### Kind

We build inclusive relationships with our communities, our members, and each other, by being friendly, gracious, and considerate.

### Authentic

Friendliness, transparency & integrity are at our core. It's real, not forced.

### EnCHUZEYastic

We have fun and our energy is contagious.

### Clean Fanatics

We are fanatical about having the cleanest clubs in the industry. Our members deserve it and expect it.

### Hospitable

Hospitality is in our DNA. We invite and welcome our members into our home. We go out of our way to surprise and delight them as guests, not customers.

### Collaborative

Our best work is done together.

### Grit

We are relentless in our pursuit of excellence, results, and goals. We do not give up in the face of challenges or adversity. We stay focused and accountable.



## Standards of Conduct

As a Chuze employee (aka Chuzer), we all have duties to perform and everyone, including managers, must follow directions from leadership. You will be held accountable to follow reasonable, job-related directions of leadership and not act in an insubordinate manner.

The company expects employees to follow basic, common-sense rules of conduct that will protect everyone's safety and security. It is not possible to list all forms of behavior that are considered unacceptable in the work environment. To guide employees, we are providing some examples of possible forms of behavior that are considered unacceptable and may lead to disciplinary action, including termination of employment, at the discretion of the Company. Please see the [Standards of Conduct Policy](#).

### Company Events

Chuze may sponsor events outside of employees' regular working hours. The purpose of a Company Event is to provide a safe, respectful, and positive environment for everyone. These events are intended to be an opportunity for us to connect, build trust, and establish team camaraderie, and Chuze is committed to providing a harassment-free and inclusive experience for everyone. While attendance to an event may be voluntary, YOU are a representative of Chuze.

## Attendance and Punctuality

We pride ourselves on the member experience we provide when an individual walks through our doors. You should arrive on time to work and ready to perform your job duties. Absenteeism or tardiness, even for good reasons, is disruptive to our operations and interferes with our ability to satisfy our members' needs. If employees are absent, their workload must be performed by others, just as they must assume the workload of others who are absent. To limit problems caused by employee absences or tardiness, we have adopted the following policy that applies to absences not previously approved by the Company. See the [Time and Attendance Policy](#) for details.

## Dress Code and Personal Appearance

We believe our company culture is a large part of what makes us successful. As part of our culture, we want to celebrate our diversity as well as each employee's individuality. We want Chuze employees to feel comfortable and be able to express their personal style at work while keeping their appearance in a manner that reflects a professional image and creates an atmosphere where our members

can feel welcome and at home. We appreciate that you dress in a modest manner that communicates our family friendly and non-intimidating Chuze Culture. Contact your manager if you have questions about whether something would be considered acceptable regarding the dress code/personal appearance policy. See the [Dress Code and Personal Appearance Policy](#) for details. The Company will not enforce this policy in violation of any federal, state, or local equal employment opportunity laws.

The Company will reasonably accommodate an employee's religious beliefs, medical condition or disability by making exceptions to this policy. Employees who need such an accommodation should contact their manager or Human Resources

#### **Special considerations during Pregnancy**

If maternity wear is needed, aligning with the basic dress code above is required. If something beyond that is needed, please coordinate with your manager and the Total Rewards team to discuss possible accommodations that may be necessary.

## **Gifts**

Employees are permitted to accept individual gifts valued at \$25 or less from members, vendors, or any external parties. Any gift with a value exceeding \$25 should be handled in a manner that ensures fairness and transparency. If the gift cannot be split by a club or team, employees must either submit the gift to their department head for a sweepstakes among the team or department or to seek approval from the Vice President of their department before accepting the gift.

## **Reporting and Anti-Retaliation Policy**

*We Encourage A Speak Up Culture.*

Choosing to speak up about workplace concerns helps build a healthy, ethical and compliant company and is part of our culture. To promote that culture, the Company encourages employees to speak up and raise questions and concerns promptly about any situation that may violate our Code of Conduct, our core values or our policies.

*The Company Does Not Tolerate Retaliation.*

Coming forward with questions or concerns may sometimes feel like a difficult decision, but we are committed to fostering an environment that does not deter individuals from speaking up when they observe conduct that may violate our Code. For that reason, the Company will not tolerate retaliation of any kind because an employee in good faith raises a question or concern about a violation or suspected violation of our Code, our policies or the laws and regulations under which we do business, or because the employee participates in or cooperates with an investigation of such concerns.

See the [Reporting and Anti-Retaliation Policy](#) for details.

Note – For employees in some states, there may be a policy that supplements or supersedes this one. Refer to your state supplement.

## **Social Media**

Chuze respects the rights of all employees to use social media. However, because communications by Company employees on social media could, in certain situations, negatively impact business operations, or create legal liability, it is necessary for Chuze to provide these guidelines. These guidelines are intended to ensure employees understand the types of conduct that are prohibited. This policy will not be interpreted or applied so as to interfere with the rights of employees to discuss or share information related to their wages, hours, or other terms and conditions of employment. Employees have the right to engage in or refrain from such activities.

For purposes of this policy, "social media activity" includes all types of postings on the internet, including, but not limited to, postings on social networking sites, such as Facebook, LinkedIn, Instagram, Pinterest and X (formerly known as Twitter); blogs and other online journals and diaries; bulletin boards and chat rooms; microblogging, such as X, Instagram, Slack or Trello; and postings of video or audio on media-sharing sites, such as YouTube, Snapchat or Flickr. The lack of explicit reference to a specific site or type of social media does not limit the application of this policy.

Social media activity also includes permitting, or failing to remove, posts by others whenever the employee can control the content of posts, such as on a personal page or blog.

This policy applies to social media activity when on or off duty, while using the Company's or personal electronic resources, and whether or not the employee posts anonymously or using a pseudonym.

See the [Social Media Policy](#) for details.

## Technology and Communications Systems

The Company provides a wide variety of communication tools and resources to employees for use in running day-to-day business activities. Each employee has a responsibility to use the Company's Technology Resources in a manner that increases productivity, enhances the Company's public image, and is respectful of other employees. Whether it is computers and related hardware, software and networks, iPads / tablets, phones, voicemail, fax, scanner, Internet systems, intranet, email, text messaging, or any other Company-provided technology ("Technology and Communications Systems"), use should be reserved for business-related matters during working hours. All communication using these tools should be handled in a professional and respectful manner, and employees should take proper precautions to protect Company systems. See the [Technology and Communications Systems Policy](#) for details, which includes, but is not limited to personal usage, company email, right to monitor and access, and password security.

## Electronic Device Usage

This Policy outlines our expectations and requirements regarding cell phone usage in general, use of personal cell phones and other devices at work and use of camera phones and recording devices. For purposes of this Policy, "cell phone" refers to any handheld electronic device with capability to receive and transmit voice, text, or data messages, and "usage" includes receiving or initiating phone calls, texts, or emails as well as accessing the internet or other applications. See the [Electronic Device Usage Policy](#) for details.

## Confidential Information

### Company Information

The Company's confidential and proprietary information is vital to its current operations and future success. Each employee should use all reasonable care to protect or otherwise prevent the unauthorized disclosure of such information. In no event should employees disclose or reveal confidential information within or outside the Company without proper authorization or purpose. See the full [Confidential Company Information Policy](#) for more details.

### Employee Information

The Company is committed to safeguarding the confidentiality of personal employee information and will only collect data necessary for business operations and compliance with government regulations. Employee records, whether in physical or electronic form, will be securely maintained and shared only with those who have a legitimate need for access. See the full [Confidential Employee Information Policy](#) for more details.

## Using the Company Name and Logo

The company name and logo are property of the Company. Any use of the Chuze Fitness name and/or logo must be approved by HR prior to use.

## Media Interviews

To ensure that the Company communicates with the media in a consistent, timely and professional manner about matters related to the Company, employees should notify Human Resources whenever they are contacted by the media and asked to speak on behalf of the Company so that the Company knows that a media inquiry has been made.

Do not respond to media inquiries on the Company's behalf without authorization. This rule does not prevent employees from speaking with the media, but they should not attempt to speak on behalf of the Company unless they have specifically been authorized to do so by an officer of the Company.

## Conflicts of Interest

While we acknowledge that employees may have pursuits separate from their work at the Company, such endeavors cannot compete with or conflict with an employee's job duties and responsibilities at the Company. To further explain an employee's obligations to avoid conflicts of interest, see the [Conflicts of Interest Policy](#). Employees must conduct themselves in such a way as to avoid actual or potential conflicts of interest, as set out in this policy. Failure to disclose a conflict or potential conflict of interest is a violation of this policy and may lead to disciplinary action, up to and including termination of employment.

## Company Vehicles

Only authorized employees may operate Company vehicles, have a valid driver's license and read/sign our Company Vehicle Driver policy. You may never use a motorcycle to conduct business or provide transportation for a member or fellow employee. All persons in Company vehicles are required to use their seatbelts. Only persons authorized by your immediate manager can be passengers in Company vehicles.

You must notify the Company immediately of any change in the status of your driving record. Any employee whose duties include the operation of Company or member vehicles who becomes uninsurable under the Company's liability policy will be considered to have an unacceptable driving record and the employee's continued employment will be subject to review.

All employees are expected to comply with all local, state and federal laws while operating company vehicles and other equipment or driving a personal vehicle for business purposes. Chuze may discipline employees who engage in unlawful conduct. For example, employees who are assigned to drive a company-owned vehicle or otherwise required to drive as part of their job duties are required to have and maintain a valid driver's license, wear seat belts and travel at a safe speed. The improper, careless, negligent, destructive or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, may result in disciplinary action, up to and including termination of employment. Employees will be responsible for all liabilities, fines, etc., that result from such traffic and parking violations, to the extent permissible under the law.

If you receive a traffic citation while operating a Company or member vehicle, you will be responsible for paying any fine or penalty. If you are involved in a traffic accident while operating a Company or member vehicle, you are required to call 911 and report the accident. You must also report the accident to Human Resources immediately. If a Company vehicle incurs any damage while under the charge of a particular employee, that employee must report the damage immediately.

**Next Section:** *Time Off and Leaves of Absence*

# Time Off & Absences

Chuze recognizes that employees benefit from time away from work for a variety of reasons - all of which contribute towards a positive work-life balance for our employees. Therefore, Chuze provides time off - both paid and unpaid - to eligible employees for the following situations.

## Paid Holidays

Chuze Fitness believes in fostering a diverse and inclusive work environment that respects its employees' varied cultures and beliefs. To support this commitment, we offer holidays as a flexible benefit for our full-time employees to use at their discretion in place of a traditional holiday list.

See the [Holiday Policy](#) for details.

## Paid Time Off

In our commitment to your well-being and fostering a healthy work-life balance, Chuze offers full-time employees with paid time off (PTO). Employees can use PTO for vacation, personal illness, celebration of holidays, appointments, emergencies or other personal matters that require time off from work. PTO must be exhausted in full before an employee may take any time off without pay. Unpaid time off will only be approved after all available PTO has been used, unless the time off is associated with an approved leave of absence, in which case different guidelines may apply. This policy is subject to all applicable federal, state, and local laws, including but not limited to laws related to family and medical leave, disability leave, and any other legally protected leave entitlements.

Chuze has two PTO plans. Employees are eligible for the plan based on their role.

Eligibility	PTO Plan
<ul style="list-style-type: none"><li>• All full-time, non-exempt (hourly) employees</li><li>• All full-time, club-level management employees (hourly and exempt)</li></ul>	<a href="#">PTO</a>
<ul style="list-style-type: none"><li>• Exempt field district and above employees</li><li>• Exempt office employees</li></ul>	<a href="#">Flex PTO</a>

While our PTO plans are designed to provide employees with control over their time, it is important to understand that PTO requires planning and scheduling. To the extent possible, employees should notify their manager in advance of the need for time off so that the manager can evaluate business needs and plan accordingly.

See the linked policies above for details, including accruals and usage guidelines.

## Time Off to Vote

An Chuze Fitness encourages all employees to fulfill their civic responsibilities and to vote in official public elections. Generally, working hours are such that an employee will have ample time to cast a vote before or after the work shift. If employees do not have sufficient time to vote, they should discuss the matter with a supervisor. Chuze will comply with all applicable state and local voting leave laws.

Please see the [Civic Duties Policy](#) for more information.

## Jury and Witness Duty Leave

An employee must request We encourage employees to serve on jury or witness duty when called. Employees must notify their supervisor of the need for time off for jury or witness duty upon receipt of a subpoena, notice or summons from the court. Time off

for jury or witness duty will be unpaid except where required otherwise by applicable state law and except that exempt employees will not incur any reduction in pay for a partial week of absence due to jury or witness duty. Chuze Fitness will comply with all state laws regarding pay for jury leave. Any mileage allowance, fee, etc., paid for jury or witness duty will be credited against any payments made to employees by the Company.

Please see the [Civic Duties Policy](#) for more information.

## Paid Sick Leave

Chuze offers paid sick leave in accordance with federal, state and local ordinances. See the applicable state supplement for more information. Sick leave is to be used only when an employee actually needs to recover from illness or injury or to attend medical and dental appointments, unless otherwise required by applicable state law. The Company will not tolerate abuse or misuse of sick leave.

## Bereavement

Regular employees who have been employed by the Company for at least 30 days may take up to 3 days of paid and an additional two days off either unpaid or using available PTO or other compensatory time off that is otherwise available to the employee for bereavement leave upon the death of a member of their immediate family. "Immediate family member" is defined as an employee's spouse or domestic partner, parent, sibling, child, grandparent, grandchild, aunt or uncle and includes blood and legal relationships (for example, in-laws, "step" relatives, and a foster child, parent, or sibling).

Temporary employees who have been employed by the Company for at least 30 days are eligible to take up to five days of bereavement leave, unpaid, for the death of a family member. They may use any available PTO or compensatory time off that is otherwise available to the employee.

Bereavement leave can be taken on days that the employee was otherwise scheduled to work (the days do not need to be consecutive). If you need to take bereavement leave, you must notify a member of management.

Bereavement leave is paid at the employee's usual base hourly rate or salary at the time of absence for the number of hours the employee otherwise would have worked that day. Bereavement leave is not counted as hours worked for purposes of calculating overtime.

The Company reserves the right to request supporting documentation of the need for bereavement leave, which can include a death certificate, a published obituary, or a written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency. Any requests by the Company must happen within 30 days of the employee's first day of leave.

The Company will not retaliate or discriminate against an employee for taking bereavement leave provided under this policy or for giving information or testimony as to their own bereavement leave, or another person's bereavement leave, in an inquiry or proceeding related to rights guaranteed under California's bereavement leave law.

Note – For employees in some states, there may be a policy that supplements or supersedes this one. Refer to your state supplement.

## Leaves of Absences

**An employee must request and complete a Leave of Absence (LOA) request form if they expect to be or are absent from work for five (5) or more consecutive working days, excluding vacation, or are on a reduced schedule for five (5) or more consecutive working days for medical reasons.** The request form must be submitted as soon as the need for leave is known.

You are responsible for meeting the requirements of taking a leave and keeping respective parties up to date on any changes to the leave status. If you fail to properly notify Chuze Fitness of the need for leave, provide timely and sufficient medical certification, or properly keep the department notified of the expected return to work date or need for additional leave, the leave designation may be unauthorized.

Company benefits will continue during an approved leave of absence provided that the employee pays normal premiums as appropriate. Employees may use accrued Vacation or Holiday to cover benefit premiums, or may pay by check when no accrued time

is available. Employees must contact the Total Rewards team before beginning a leave of absence to ensure continued benefit coverage (e.g., health care insurance) and to make arrangements for premium payments as necessary. Certain benefits, however, such as paid holidays and retirement contributions do not continue during an approved unpaid leave of absence. Employees should contact the Total Rewards team for more information on benefits available during an approved unpaid leave of absence.

During a medical leave of absence, the Company's medical insurance plan documents will determine whether you and your eligible dependents may continue your health insurance coverage under the Company's plan. If you remain eligible for such coverage you must pay your share of the premium the same as if you continued working. If you are not eligible to continue coverage under the Company's plan you will be issued a COBRA notice and given the option of continuing coverage at your own expense. The plan document ultimately governs your eligibility for and entitlement to these benefits

In accordance with the law and the Company's existing leave policies, a good faith effort will be made to return the employee to their former position or a similar position following a leave of absence, with similar pay, benefits and other terms and conditions of employment.

Further details of specific leaves of absences are contained in the individual leave policies:

- [Personal Leave Policy](#)
- [Family and Medical Leave Policy](#)
- [Military Leave Policy](#)
- [Crime Victim Leave Policy](#)
- Other Leaves of Absence\*

*\*Other Leaves of Absence - Many states and localities require employers to provide their employees with additional leaves of absence, such as pregnancy disability leave, bone marrow donor leave, and school activities leave. Please check the applicable state supplement to this Employee Handbook for additional information and contact the Total Rewards team with any questions.*

Contact [totalrewards@chuzefitness.com](mailto:totalrewards@chuzefitness.com) with any questions.

**Next Section:** Pay Practice

# Pay Practices

## Payment of Wages

### Pay Schedule

Employees will be paid biweekly on every other Friday. Each pay period covers two weeks, with the work week starting on Monday at 12:00am and running through Sunday at 11:59pm. If the regular payday falls on a company-recognized holiday, then employees will be paid on the workday before the regular payday.

### Paycheck Deductions

Chuze is required by state and federal law to make certain deductions from employees' paychecks each pay period. Such deductions typically include federal and state income taxes, Social Security and Medicare taxes. Depending on the state in which you are employed and the benefits you choose, additional deductions may occur. The amount of all deductions will be listed on the employee's pay stub.

### Reporting Errors and Obtaining More Information

If any employee has questions about deductions from their pay, believes they have been subjected to improper deductions, or believes that the amount paid does not accurately reflect their total hours worked or salary, please contact the Payroll team or a manager.

Every report will be fully investigated, and Chuze will provide the employee with any compensation to which the employee is entitled in a timely fashion.

Chuze complies with all applicable laws, including the Fair Labor Standards Act, and will not allow any form of retaliation against individuals who make good-faith reports of alleged violations of this policy, or who cooperate in an investigation by Chuze, even if the reports do not reveal any errors or wrongdoing.

## Work Schedules

Chuze is normally open for business every day except for December 25th. Club locations have varying hours, up to 24hrs per day. Your manager will assign your work schedule.

All employees are expected to be at their designated work area at the start of their scheduled shift, ready to perform their work.

Managers will schedule meal and rest breaks as appropriate. The Company complies with federal and state laws in this regard.

Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in total hours that may be scheduled each day and week.

### Schedule Changes

Due to the nature of our business and the changing needs of our members, actual work schedules may vary from time to time. If they do, you will be notified by your manager. Management retains the right to reassign employees to a different shift, or nearby club, where it is necessary. Chuze complies with all applicable federal, state, and local scheduling laws.

### Meetings

From time to time, meetings (e.g. performance or team meetings) may be held for the purpose of providing instruction, training, or counseling or to review Company operating policies. You will be given as much advance notice as possible when you are required to attend a meeting. You are required to attend all Company meetings involving your department or which you have been asked to attend, unless excused by your immediate manager.

### Hybrid/Remote Work and Multiple Work-sites

Due to the nature of our business, most positions require employees to be on-site to perform their work. That being said, some office positions and exempt field positions may allow for employees to work off-site on a hybrid or remote basis, or they may be allowed or required to work at multiple locations rather than being designated a single location.

We expect all employees working hybrid or remotely to work with their direct manager to determine an agreeable schedule and work location(s). It is imperative that there is open communication between employee and manager to ensure expectations are clearly communicated.

All Chuze policies, standards, rules, practices and instructions are still applicable while working remotely. Employee's will continue to be evaluated whether remote or onsite. Any agreements for remote or hybrid work are subject to change at any time due to the needs of the company and/or the effective performance of the employee while working remotely. Some in-person meetings may be required even for remote employees.

## Meal and Rest Periods

Chuze provides meal and rest periods in compliance with state and local laws. Employees should refer to their state-specific supplement for additional information regarding meal and rest breaks required under state law.

If an employee works in a state where there are no applicable meal or rest break requirements, Chuze will provide break time as appropriate, subject to operational needs and manager discretion. We encourage, but do not require, employees in these states to take meal or rest breaks.

Rest breaks of no more than 10 minutes will be counted as "hours worked" and paid accordingly. Meal breaks lasting 30 minutes or more are not considered "hours worked" for purposes of federal law and will not be paid for nonexempt employees.

Employees must be completely relieved from work duties during any meal or rest break. Nonexempt employees must record the beginning and ending time of their meal breaks each day on their time records. Please reach out to Human Resources if you have any questions.

Employees should review the Company's [Meal and Rest Periods Policy](#) for further information.

## Timekeeping

### **Nonexempt Employees**

Employees who are classified as nonexempt must accurately record the time they work each day, including arrival, departure and meal break times. Generally, employees must record their time through the use of an electronic timekeeping system promptly following their last shift and before the close of the pay period so that their time record can be reviewed by their manager before their paycheck is processed for the pay period. Accurately recording all of your time is required in order to be sure that you are paid for all hours worked as required by the wage and hour laws.

Any changes or corrections to your time records must be approved by you and your manager. Under no circumstances may any employee record another employee's time.

When employees receive their paychecks, they should verify immediately that their working time was recorded accurately and that they were paid correctly for all hours worked.

Nonexempt employees must report all time worked and must not work any time that is not authorized by their manager. This means nonexempt employees must not start work early, finish work late, work during a meal break or perform any other extra or overtime work unless directed to do so. Employees who have questions about when or how many hours they are expected to work should contact their manager.

It is a violation of the Company's policy for anyone to instruct or encourage another employee to work "off the clock," to incorrectly report hours worked or to alter another employee's time records. If any employee is directed or encouraged to incorrectly report hours worked, or to alter another employee's time records, the employee should report the incident immediately to a manager and Human Resources.

Similarly, non-exempt employees (hourly) are not permitted to perform work after hours or from home without specific direction from their manager or a predetermined agreement. This includes checking and responding to work-related emails outside of the non-exempt employee's scheduled work hours. In the event such work is authorized, all time spent working must be reported on the employee's time record. For example, if a non-exempt employee uses a cell phone, email, or the internet for business purposes while at home either before or after the employee's regularly scheduled hours, the employee must include the time spent engaged in such work when recording work time. Your obligation to accurately record all hours worked does not relieve you of your obligation to obtain advance approval from your manager before working overtime or hours beyond your regular work schedule. Employees who work beyond their regularly scheduled work hours, including overtime or off-schedule hours, without prior authorization by their manager are subject to disciplinary action, up to and including termination of employment.

It is important to note that any training provided to nonexempt employees is considered hours worked so this time be accurately recorded in the Company's electronic timekeeping system. Generally, training must be conducted during their scheduled working hours and within the club premises unless otherwise approved by their Manager. Employees should ensure that they communicate with their Manager if they have any questions regarding training schedules or requirements.

### **Exempt Employees**

Employees who are classified as exempt must record absences from work for reasons such as leaves of absence, sick leave or vacation.

Exempt employees are paid on a salary basis. This means the employee regularly receives a predetermined amount of compensation each pay period, which cannot be reduced because of variations in the quality or quantity of the employee's work. In general, an exempt employee will receive their salary for any week in which the employee performs any work, regardless of the number of days or hours worked. However, exempt employees will not be paid for days not worked in the following circumstances:

- Exempt employees who take one or more full days off for personal reasons other than sickness or disability will not be paid for such day(s) of absence, but employees may use available Paid Time Off to make up for the reduction in salary;
- Exempt employees who take one or more full days off from work due to sickness or disability will not be paid for such day(s) of absence, but employees may use available Sick or Vacation time to make up for the reduction in salary;
- Exempt employees who work only part of the week during their first and last week with the Company will be paid only for the days actually worked;
- Exempt employees who take unpaid leave under the Family and Medical Leave Act or corresponding laws will not be paid for such days/hours of absence; and
- Exempt employees who receive an unpaid disciplinary suspension of one or more full days, imposed in good faith for a workplace conduct rule infraction, will not be paid for the days of suspension.

The Company may require an exempt employee to use available PTO or Sick time, as a replacement for salary, when the employee takes less than a full day off from work.

An exempt employee's salary will not be reduced when the employee works part of a week and misses part of a week due to service as a juror, as a witness or in the military, or for lack of work, though deductions may be made to offset amounts an employee receives as jury or witness fees or for military pay.

It is Company policy to comply with the salary basis requirements of the Fair Labor Standards Act (FLSA) and applicable state law. The Company prohibits any deductions from pay that violate the FLSA or applicable state law. See the Company's [Salary Basis Policy](#) for more details.

If an exempt employee believes that an improper deduction has been made to their salary, they should immediately report this information to Human Resources or Management. Reports of improper deductions will be promptly investigated, and the employee will be promptly reimbursed for any improper deduction made.

## **Overtime**

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime. We will attempt to give as much advance notice as possible, and expect employees who are scheduled to work overtime will be at work. Nonexempt employees will be paid one and one-half (1.5) times their regular rate of pay for all hours worked in excess of 40 in one workweek and as otherwise required by applicable state and federal law. Paid time off such as sick pay, holiday pay, vacation pay and jury duty pay (where applicable) will not count toward hours worked for the purpose of determining overtime pay.

All overtime work must be authorized in advance by the employee's manager. Working overtime without prior authorization may result in disciplinary action.

Exempt employees are expected to work as much of each workday as is necessary to complete their job responsibilities. No overtime or additional compensation, including comp time, is provided to exempt employees.

Note – For employees in some states, there may be a policy that supplements or supersedes this one. Refer to your state supplement.

## **Travel and Expense**

Chuze Fitness covers or reimburses employees for reasonable and necessary expenses incurred during approved work-related travel.

Employees seeking reimbursement or utilizing their company expense card should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety. Reimbursement is allowed only when it has not been, and will not be, received from other sources. If a circumstance arises that is not specifically covered in this travel policy, the expectation is that the most conservative course of action will be taken. Employees should ask their manager for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses or any other business travel issues.

Exempt employees will be paid their regular salary for any weeks in which they travel. Nonexempt employees will be paid for travel time in accordance with company policy and with federal and state wage and hour laws.

Mileage reimbursement, where to book travel, per diem, and other details can be found in the [Travel and Expense Policy](#).

Abuse of this policy, including falsifying expense reports to reflect costs not incurred by the employee, may result in disciplinary action, up to and including termination of employment.

**Next Section:** *Employee Benefits*

# Employee Benefits

## Benefits Overview

Benefit plans offered by Chuze Fitness are defined in legal documents, such as insurance contracts and summary plan descriptions. If employees are offered benefits, and if a question arises about the nature and extent of plan benefits or if there is a conflict in language, the formal language of the plan documents govern, not the informal wording of this Handbook. Plan documents, if applicable, are available for employees' inspection, and can be found on MyChuze. Chuze and its designated benefit plan administrators reserve the right to determine eligibility, interpretation and administration of issues related to benefits offered by Chuze.

Employment benefits vary according to the position and status of the employee.

Full-time employees are eligible to receive all employment benefits offered by Chuze. Part-time employees are eligible to receive some employment benefits offered by the Company. Temporary employees are not entitled to any company benefits, except as required by applicable law. To receive certain benefits, eligible employees may be required to meet participation requirements and pay required premiums and other contributions. Employees should contact the Total Rewards team for detailed benefits information.

### Same-Sex Marriages, Civil Unions and Domestic Partnerships

Chuze complies with all applicable federal and state laws regarding the provision of benefits to same-sex spouses, domestic partners and couples in a civil union. Employees should review the [Domestic Partnership Policy](#) for more details (e.g. imputed income and tax consequences of enrolling a domestic partner in a health and wellness plan), or contact the Total Rewards team if they have any questions regarding benefits eligibility for themselves or their spouse, domestic partner or civil union partner.

## Medical, Dental, and Vision Insurance

Chuze currently offers medical, dental, and vision insurance to eligible employees and their spouses, dependents and other qualifying family members in an equitable and cost-effective way and in compliance with applicable state and federal laws. Both Chuze and the employee contribute to the cost of medical insurance.

Employees have up to 15 days from their date of employment to select their plans, and plans will be 31 days after the date of hire or status change date. Once the selection is made, it will remain fixed for the remainder of the plan year. Employees will have an opportunity to make changes to their benefit selections during the Company's annual open enrollment period. However, employees who experience a qualifying life event, such as marriage, divorce or the birth of a child, will also be allowed to make a change in their benefit selection when that event occurs, in accordance with the terms of the plan document.

Benefit coverage will end after termination of employment, unless otherwise required by the applicable plan or applicable law. Employees should contact the Total Rewards team with any questions regarding medical, dental, or vision insurance.

## Group Life Insurance

Chuze provides full-time employees with basic life insurance and basic accidental death and dismemberment (AD&D) insurance automatically at no cost to the employee. This coverage is effective on the first of the month following 30 days of employment. The IRS requires employees to pay taxes (imputed income) for benefit amounts over \$50,000. This will appear on your paycheck. If you would like to opt out of this coverage, please contact the Total Rewards team. Employees also have the option to select other supplemental coverages and pay the full cost of the coverage on an after-tax basis.

Employees should contact the Total Rewards team with any questions.

## 401(k) Savings Plan

Chuze offers a 401(k) retirement benefit plan to eligible employees. This is an auto-enrollment plan, meaning eligible employees will be automatically enrolled unless they choose to opt out. Employees wanting detailed information on the plan, including eligibility, should contact the [totalrewards@chuzefitness.com](mailto:totalrewards@chuzefitness.com).

## Employee Assistance Program

Chuze provides a employee assistance program (EAP) at no cost to employees. This program offers several free resources for employees, including access to things like stress reduction, financial advice, and three free sessions with a counselor.

Employees can access the EAP by visiting MyChuze. Employees who have questions about the EAP should contact [hr@chuzefitness.com](mailto:hr@chuzefitness.com).

## Employee Perks

### **Employee Gym Membership**

All Chuze employees get an Employee Gym Membership with access to all facilities and amenities. Employees utilizing their complimentary membership are expected to follow the same member rules as our members.

### **Friends & Family Gym Membership**

All Management and Office employees are eligible for a Friends & Family membership. Details can be found on MyChuze.

### **Employee Discount**

Employees are eligible for discounts on retail merchandise and our smoothie bar. Discount details can be found on MyChuze. Discounts are intended for employees only and are not to be shared or given to others.

### **Other Perks**

Additional employee perks can be found on MyChuze and/or may be emailed directly to employees.

*Next Section: Safety and Security*

# Safety and Security

## Health and Safety

The health and safety of employees and others on Company property are of critical concern to Chuze. We strive to attain the highest possible level of safety in all activities and operations. The Company also intends to comply with all applicable health and safety laws.

To this end, the Company must rely upon our employees to ensure that work areas are kept safe and free of hazardous conditions. Employees should be conscientious about workplace safety including proper operating methods and known dangerous conditions or hazards. Employees should report any unsafe conditions or potential hazards to a leader immediately, even if they believe they have corrected the problem. If an employee suspects a concealed danger is present on Company premises or in a product, facility, piece of equipment, process or business practice for which the Company is responsible, the employee must immediately bring it to the attention of their manager. Managers should immediately arrange for the correction of any unsafe condition or concealed danger and should contact the Risk & Compliance team regarding the problem.

Periodically, the Company may issue rules and guidelines governing workplace safety and health. The Company may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected. For copies of current rules and guidelines, employees should contact their manager. Failure to strictly comply with rules and guidelines regarding health and safety, or negligent work performance that endangers health and safety, will not be tolerated.

Additionally, the Company has developed a written Injury and Illness Prevention Program in compliance with legal requirements. A copy of this program can be found in the safety binder at each location, by contacting their manager, or by contacting the Risk & Compliance team. Employees may receive a copy of this program by contacting the Risk & Safety team. It is the employees' responsibility to read, understand and observe the Injury and Illness Prevention Program provisions applicable to their job.

No matter how minor, any workplace injury, accident, or illness must be reported to an employee's manager as soon as possible, regardless of the severity of the injury or accident. If medical attention is required immediately, managers will assist employees in first aid and seeking medical care, after which the details of the injury or accident must be reported through the online Incident Tracker. First aid remedies for minor headaches and minor injuries will be kept in the first aid cabinet which may be found in or around the front area of each club or in the employee break room.

### **Hazardous and Toxic Materials**

If your job requires that you use hazardous or toxic materials, you are expected to comply with all laws, rules and regulations concerning their safe handling and disposal. If you have any questions about the materials you work with or the proper safety or disposal procedures to follow, please discuss them with your immediate manager before taking any action.

## Anti-Violence

The safety and security of employees is of vital importance to Chuze. Therefore, Chuze has adopted a zero-tolerance policy concerning work-related violence. Threats or acts of violence - including intimidation, bullying, physical or mental abuse and/or coercion - that involve or affect employees or that occur on the Company's premises, will not be tolerated.

It is our goal to have a work environment free from acts or threats of violence and to respond effectively to such acts or threats. Please see the [Anti-Violence Policy](#) for details.

## Weapons in the Workplace

Chuze strictly prohibits employees, or any other person providing services to the Company or located on the Company's premises, from possessing weapons of any kind at the workplace. The workplace includes any property owned or leased by Chuze or occupied by groups of company employees or persons providing services to the Company. Unless this prohibition is contrary to state or local law, the workplace specifically includes company parking areas and company vehicles. Employees are not permitted to transport or store weapons in vehicles owned or leased by Chuze and used by the employee for work purposes, unless the employee is required to transport or store a weapon as part of the employee's duties and the employee has written permission from Chief People Officer. This policy prohibits the possession of concealed weapons as well as weapons carried openly.

This prohibition specifically includes guns, rifles and firearms of any type, including those for which the holder has a legal permit. Other examples of prohibited weapons include, but are not limited to, knives, ammunition, bombs, bows and arrows, clubs, slingshots, blackjacks, metal knuckles and similar devices that by their design or intended use are capable of inflicting serious bodily injury or lethal force.

Note – For employees in some states, there may be a policy that supplements or supersedes this one. Refer to your state supplement.

## Workplace Bullying

Chuze does not tolerate bullying behavior. Individuals who engage in workplace bullying may be disciplined, up to and including termination of employment.

"Workplace bullying" is the use of force, threats or coercion to abuse, intimidate or humiliate another employee. Workplace bullying includes, but is not limited to, the following:

- Verbal abuse, such as the use of patently offensive, demeaning and harmful derogatory remarks, insults and epithets;
- Verbal or physical conduct that is threatening, intimidating or obscene;
- Pushing, shoving, kicking, poking, tripping, assaulting or threatening physical assault, or intentionally damaging a person's work area or property; or
- Sabotaging, or deliberately subverting, obstructing or disrupting another person's work performance.

Cyberbullying is also prohibited. "Cyberbullying" refers to bullying, as defined above, that occurs through the use of a computer, cell phone, smartphone, tablet or other device that transmits electronic information, regardless of whether the device is owned by or located at Chuze or connected to the Company network.

This policy in no way prohibits employees from engaging in activities that are protected under applicable state and federal laws, including, but not limited to, any activity that is protected under Section 7 of the National Labor Relations Act, which includes the right of employees to speak with others, engage in workplace debates and protest about their terms and conditions of employment.

### **Reporting and Response**

Employees who are subject to, or witness, workplace bullying are encouraged to notify their manager or Human Resources immediately. Chuze will promptly investigate the complaint. Chuze will maintain confidentiality to the extent possible, consistent with its commitment to investigating the complaint promptly and thoroughly.

If the complaint is verified, Chuze will take appropriate remedial and disciplinary action, which may include, but is not limited to, verbal or written warnings, suspension, termination of employment, counseling and other actions. Chuze will also report to law enforcement, if appropriate. The complaining party will be advised of the results of the investigation.

### **Anti-Retaliation**

Chuze strictly prohibits retaliation against an employee for making a good-faith claim of bullying or for participating in good faith in an investigation of bullying.

## Work-Related Injuries or Illnesses

An employee who sustains a work-related injury, accident or illness should inform their manager immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately.

Employees who sustain work-related injuries may receive workers' compensation benefits outlined in the Company's Workers' Compensation Insurance policy. Employees who need to take time off from work due to a workers' compensation illness or injury may also be eligible for a leave of absence under Chuze's leaves of absence or reasonable accommodation policies. Employees should contact Risk & Compliance or Human Resources for additional information.

## Workers' Compensation

When work-related accidents, injuries or illnesses occur, employees may be eligible for workers' compensation insurance benefits. Chuze provides a comprehensive workers' compensation insurance program at no cost to employees and in accordance with applicable state law. This program covers most injuries or illnesses, sustained in the course of employment, that require medical, surgical or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits or, if the employee is hospitalized, treatment immediately.

### Reporting Work-Related Injury or Illness

Employees who sustain a work-related injury or illness should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage.

### Leaves of Absence/Accommodation

Employees who need to take time off from work due to a workers' compensation illness or injury may also be eligible for a leave of absence under the Company's leaves of absence or reasonable accommodation policies. Employees should consult with Risk & Compliance or Total Rewards for additional information.

### Return to Work

Employees who are ready to return to work following a workers' compensation-related leave of absence must supply a certification from a health care provider confirming the employee's ability to return to work.

### Fraud

Chuze will notify the workers' compensation insurance company if we have reason to believe an employee has supplied false or misleading information in connection with a claim and/or has filed a fraudulent claim. Workers' compensation fraud is a crime and may also be grounds for disciplinary action, up to and including termination of employment.

## Child Safety

Our goal is to ensure the safety of our members, especially our younger members who enjoy Kids Club while their parents work out. If, while working as a Chuze Fitness employee, you know of or see a child that you reasonably believe has been a victim of child abuse emotionally or physically based on visual observance or statements made by the child, immediately notify club management.

State laws vary on this topic but typically, a report must be made by calling CPS when there is reason to believe that a child has been abused or neglected. Another standard frequently used is if there is knowledge of, or observation of a child being subjected to, conditions that would reasonably result in harm to the child.

It is against company policy to question or probe children, or remove their clothing in search of evidence. Information regarding the child or their living situation may not be given to anyone except government agencies involved in cases of suspected abuse.

For questions about child safety at Chuze Fitness contact the Risk & Compliance department.

## Parking

Generally, employees are asked to refrain from parking in the spots closest to the front entrance so that we will have sufficient and convenient parking for our members. For overnight shifts, if you are concerned about your safety, or are in need of any reasonable accommodation required by law, speak to your manager about an exception to this policy. If you have any questions as to where you should park your vehicle, please ask your immediate manager.

## Company Keys and Keycards

An employee who is issued keys to Company facilities or vehicles is responsible for keeping them secure at all times. The Company's keys may not be duplicated or loaned to anyone. Should Company key(s) be lost or stolen, the employee must immediately report the loss to management.

## Smoke- and Tobacco-Free Workplace

Chuze provides a smoke-free work environment. Smoking and the use of all tobacco-related products, including but not limited to, smoking, the use of chewing tobacco and the use of e-cigarettes is strictly prohibited in all Company buildings and vehicles. Cigarettes and vaping devices of any kind should be stored and not visible anywhere in the facility. Smoking must be confined to designated outdoor areas. Of course, smoking is prohibited in all areas where hazardous and flammable materials are present. Employees that observe other individuals smoking in the workplace have a right to object and should report the violation to their supervisor or to another member of management. Employees will not be disciplined or retaliated against for reporting smoking that violates this policy. Employees that violate this policy or who tamper with No Smoking signs may be subject to disciplinary action, up to and including termination.

## Alcohol- and Drug-Free Workplace

Chuze strives to provide a safe environment for employees and others and to minimize the risk of accidents and injuries. Accordingly, each employee has a responsibility to co-workers and the public to deliver services in a safe and conscientious manner. Chuze has adopted a policy that all employees must report to work and remain completely free of illegal drugs, abused or non-prescribed prescription drugs, marijuana and alcohol. See the [Alcohol & Drug Free Workplace Policy](#) for details.

## Company's Right to Search

In order to protect the safety and security of all of our employees, and to protect our legitimate business interests, Chuze reserves the right to inspect employees' lockers, desks, cabinets, briefcases, backpacks, toolboxes, purses, personal computers, personal motor vehicles and any other personal belongings brought onto Company property or company property. Employees are expected to cooperate in any search. Failure to cooperate will result in disciplinary action up to and including termination of employment.

## Cell Phone Use / Texting While Driving

Employees whose job responsibilities include regular or occasional driving and who are issued a company cell phone (including smartphones and other mobile electronic devices) or use their personal cell phone for business-related work are expected to put safety first. Therefore, personal and company-supplied cell phones are not to be used while driving.

Employees who receive or must make a call while driving must pull over safely and park before answering, returning or placing a call. Employees also may not send or review text messages while driving as part of their job responsibilities.

The purpose of this policy is to ensure the safety of employees, other motorists and company property. Employees who are charged with traffic violations or cause accidents or injuries resulting from their use of personal or company-issued cell phones while driving will be solely responsible for all liabilities, fines, etc., that result, to the extent permissible under the law.

Employees whose job responsibilities do not specifically include driving as an essential function, but who are issued a company-provided cell phone for business use or who use their personal cell phone for business use, are also expected to abide by the provisions of this policy.

## No Solicitation/Distribution of Literature

Our primary goal at the Company is to provide our members with the best service possible. In order to allow employees to perform their job duties and provide our members with their undivided attention, Chuze has established the following rules applicable to all employees and non-employees that govern solicitation, distribution of written material and access to company property:

- Employees may engage in solicitation activities only during non-working times. No employee may engage in solicitation during their working time or during the working time of the employee or the employees at whom such activity is directed.
- Employees may distribute or circulate any written or printed material only in nonwork areas, during nonworking times. No employee may distribute or circulate any written or printed material in work areas at any time, or during their working time or during the working time of the employee or employees at whom such activity is directed.
- Nonemployees are not permitted to solicit or to distribute written material for any purpose on company property.
- Off-duty employees are not permitted in work areas. Strict compliance with these rules is required.

As used in this policy, "working time" includes all time for which an employee is expected to be performing services for Chuze; it does not include time during which an employee is legitimately not performing services, such as during break periods, meal periods or before or after scheduled work periods.

*Next Section: Leaving the Company*

# Leaving the Company

## Separation From Employment

Employees of Chuze are employed on an at-will basis. This means that employment may be terminated by either party at any time, with or without cause or notice. Nothing in this policy is intended to limit or alter the at-will nature of employment.

Employees may leave Chuze for a variety of reasons. Regardless of the reason, we strive to ensure that all separations from employment are handled fairly, efficiently and in compliance with applicable federal and state laws.

Reasons for termination include, but are not limited to, the following:

### **Voluntary Termination**

A voluntary termination means an employee has made the decision to end the working relationship with Chuze. Voluntary resignations include, but are not limited to, written or verbal resignation and job abandonment. An employee is considered to have abandoned their job if they fail to return to their job within 3 working days and have not notified the company of their intention to resign.

Employees who voluntarily leave Chuze are encouraged to provide their manager with a minimum of two weeks' notice, ideally in writing, in order to allow a reasonable amount of time to transfer ongoing work. Upon resignation, an employee must return all keys, uniforms, credit cards or other company-issued property.

Employees in good standing who retire or resign from their positions may be eligible for re-hire.

### **Involuntary Termination**

An involuntary termination occurs when Chuze decides to end the working relationship with an employee. Involuntary terminations may occur *for cause* or for reasons *other than cause*.

Involuntary terminations "for cause" include, but are not limited to, terminations for violating company policy, misuse or theft of resources, falsification of information, excessive absences/tardiness or unsatisfactory work performance.

Involuntary terminations for reasons "other than cause" include, but are not limited to, a reduction in workforce.

### **Pay and Benefits Upon Termination**

Final wages will be paid in accordance with applicable law.

### **Gym Membership After Termination**

Any employee leaving Chuze may be required to adhere to a breathing/cooling off period from visiting Chuze club locations before returning as a member. Depending on the circumstances, this could apply to one or multiple locations, and is generally for a specified period of time. The company reserves the right to extend this time period at its sole discretion.

## Return of Company Property

Employees are required to return all company property (e.g., computers, vehicles, passwords, uniforms, ID badges, credit cards) that is in their possession or control in the event of termination of employment, resignation, retirement or layoff, or immediately upon the Company's request. When allowed by law, and in accordance with applicable law, the Company may withhold from the employee's paycheck the cost of any items that are not returned when required. No information belonging to the Company may be copied for the employee's use. We may also take all action deemed appropriate to recover or protect company property.

## References/Verifications of Employment

All requests for references must be directed to Human Resources. No other person or department is authorized to release references for current or former employees.

## Exit Interview Questionnaire

Before leaving Chuze, employees may be asked to participate in a voluntary exit interview. This will provide closure to the employee's employment with Chuze and will allow Chuze to ensure that it has resolved various administrative matters, answered any questions about continuation of benefits and listened to any of the employee's comments or ideas about improving the Company's operations.

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# *To Sum It All Up*

This handbook highlights your opportunities and responsibilities at Chuze. By always keeping the contents of the handbook in mind, you should be successful and happy in your work here. Once again, welcome to Chuze, and we look forward to working with you!

# Acknowledgement & Receipt

I acknowledge that I have received and read a copy of the Chuze Fitness Employee Handbook (including the state supplement for the state in which I work, if applicable). I understand that the Employee Handbook (and the state supplement, if applicable) set forth the terms and conditions of my employment with Chuze as well as the duties, responsibilities and obligations of employment with Chuze.

This handbook supersedes all previously issued handbooks and any inconsistent written or verbal policy statements made or issued before this handbook. I further acknowledge that it is my responsibility to read and familiarize myself with and understand all information it contains. I understand that if I have any questions about this handbook or need more information about any subject, I should contact Human Resources for clarification. I also acknowledge and agree that:

- I agree to abide by and be bound by the rules, policies and standards set forth in the Employee Handbook (and state supplement, if applicable).
- I understand that Chuze has provided me with various alternative channels to raise concerns of violations of this handbook and company policies and encourages me to do so promptly so that the Company may effectively address such situations.. I also understand that if I contact my manager or another manager and do not get a response or the response is not satisfactory to me, I am expected to contact Human Resources. I understand that nothing herein interferes with any right to report concerns, make lawful disclosures or communicate with any governmental authority regarding potential violations of laws or regulations.
- I acknowledge that, except where required otherwise by applicable state law, my employment with Chuze is at-will, meaning that it is not for a specified period of time and that the employment relationship may be terminated at any time for any reason, with or without cause or notice, by me or Chuze. **I further acknowledge that only the CEO has the authority to enter into an agreement that alters the at-will employment relationship, and any such agreement must be in writing and signed by the CEO.**
- I further acknowledge that Chuze reserves the right to revise, delete and add to the provisions of the Employee Handbook and state supplement, and that all such revisions, deletions or additions must be in writing. No oral statements or representations can change the provisions of the handbook or supplement. Furthermore, the Company's policy of at-will employment may only be changed as stated in the prior paragraph.
- I understand and acknowledge that nothing in this Employee Handbook or in any other document or policy is intended to prohibit me from reporting concerns, making lawful disclosures or communicating with any governmental authority about conduct I believe violates any laws or regulations. I also understand and acknowledge that nothing about the policies and procedures set forth in this Employee Handbook should be construed to interfere with any employee rights provided under state or federal law, including Section 7 of the National Labor Relations Act, including the right to communicate with others concerning wages, hours, benefits and other terms or conditions of employment; to self-organize, form, join or assist labor organizations; to bargain collectively with representatives of the employees' choosing; to engage in other concerted activities for the purpose of collective bargaining or other mutual aid or protection; or to refrain from engaging in such activities.

I have read and understand the above statements.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**Your electronic signature of the Chuze Fitness Employee Handbook is your acknowledgement that you have read, understood and agree to the policies in this document.**