

Health and Wellness Approval and Reimbursement Guidelines

INTRODUCTION

As part of Meredith's comprehensive health and wellness initiative designed to enhance employee health and well-being, Meredith will subsidize five areas of wellness for **eligible employees**. Employees may apply for reimbursement in each category.

HEALTH CLUB MEMBERSHIP

The company will subsidize a basic adult membership to a health club or gym that promotes cardiovascular wellness. An eligible facility must provide at least two pieces of equipment or activities that promote cardiovascular wellness such as a stationary bicycle, treadmill, elliptical cross-trainer, group exercise, squash/tennis/racquetball courts, stepper, rowing machine, walking/running group, indoor track or pool. Reimbursement amount varies by location. E-mail address@email.com to learn the reimbursement level at your location.

To be eligible for reimbursement, employees must turn in a list of visits generated by the facility. Employees will be reimbursed according to the following schedule:

- 100 or more visits/year = 100 percent of the reimbursement rate
- 75 or more visits/year = 75 percent of the reimbursement rate
- 50 or more visits/year = 50 percent of the reimbursement rate
- 25 or more visits/year = 25 percent of the reimbursement rate

Employees who log fewer than 25 visits will not be eligible for the subsidy. Reimbursement cannot exceed the total membership cost. See page 2 for detail on the process for pre-approval and reimbursement.

NUTRITION COUNSELING

The company will reimburse up to \$100 per employee for nutrition counseling or related group programs each calendar year. The reimbursement may be used toward participation in an educational nutrition-related group or program (such as Weight Watchers or Jenny Craig, excludes books, food and nutritional supplements) and is based on successful completion of the group session. A minimum of 80 percent attendance is required. Reimbursement cannot exceed the cost of the class/group. The subsidy may also apply to nutrition-related counseling with a Registered Dietitian. Reimbursement of up to \$25 per session will be given, not to exceed the cost of the session.

GROUP OR PERSONAL TRAINING

The company will reimburse up to \$100 per employee for either group fitness or one-on-one instruction each calendar year. The reimbursement may be used toward participation in a physical fitness class or group (yoga, water aerobics) based on successful completion of the group session. A minimum of 80 percent attendance is required; reimbursement cannot exceed the cost of the class/group. The subsidy may also apply to individual instruction with a Certified Personal Trainer. Up to \$25 per session will be reimbursed, not to exceed the cost of the session.

ORGANIZED ACTIVITY/SPORTS LEAGUE

The company will reimburse up to \$100 per employee for activity-based leagues and events that promote cardiovascular wellness (such as soccer, basketball, road races and triathlons) each calendar year. Maximum reimbursement of \$25 per employee per league/event will be given, not to exceed the cost of a league or half the cost of a single event.

TOBACCO CESSATION

The company will reimburse prescription and over-the-counter nicotine replacement therapies such as pills, patches, and gum up to \$750 maximum employee lifetime benefit (hold receipts up to \$325 and then submit). In addition, Meredith will reimburse 50 percent of the cost of an off-site tobacco cessation program. The maximum reimbursement is \$100 and will be paid at the completion of the program. Each employee is eligible for one reimbursement during his or her career at Meredith. You may select the program that is right for you. The Meredith Medical Department is available at 555.555.1234 for assistance in selecting an effective program.

REMEMBER

A personal physical fitness program should be a way of life and a continuing program of exercise and conditioning. A personal fitness program can make life more enjoyable and rewarding. Medical authorities advise that you check with your doctor before beginning any type of exercise program.

For facility or class/event approval:

- 1. Secure documentation of the membership fee or activity cost.**
- 2. Send this information, along with your name and extension, to HR for approval.**

For reimbursement:

- 1. For a health club or gym, you may submit a claim for reimbursement once you have achieved 100 visits in a 12-month period, or after your one-year anniversary date. Remember to include certification of your visits from the facility and paid receipts.**
- 2. After completing a class, event or personal training, submit requests for reimbursement within 12 months. Remember to include copies of your receipts and attendance/participation tracking.**

If you have any questions about this process, please contact CONTACT NAME at 555.555.1234.

Under federal and state laws, money paid by the company through the wellness subsidy must be treated as having been paid directly to you and is subject to all applicable income taxes. Withholding taxes will be collected through payroll for this payment. The amount of your reimbursement will be added to your Statement of Wages (W-2) at the end of the calendar year.

Meredith reserves the right to review and revise the health and wellness reimbursement guidelines on an ongoing basis. Subsidy offered during this calendar year only and subject to review for continuation next year. Refer to the Employee Benefits Handbook for reimbursement guidelines if termination of employment occurs.