

Welcome Message

Dear Valued Employee,

Welcome to Body Transformer Fitness LLC! We are pleased with your decision to join our team.

Body Transformer Fitness LLC is committed to providing superior quality and unparalleled customer service in all aspects of our business. We believe each employee contributes to the success and growth of our company.

This employee handbook contains general information on our policies, practices, and benefits. Please read it carefully. If you have questions regarding the handbook, please discuss them with your supervisor or Human Resources Manager.

Welcome aboard. We look forward to working with you!

Sincerely,

Charles Burrage
Owner

Company History

Effective Date: 01/29/2012

Founded in 2007 in Winder, GA, Body Transformer Fitness LLC was formed in response to the particular needs of women as it pertains to weight loss and body transformation. We exist to provide a complete fitness and nutrition system to women who desire to lose weight, with the highest level of professionalism, support, and compassion.

In 2010, we streamlined and revamped our services to ensure that we were meeting each customer's unique needs. Our continued growth led to the relocation of our headquarters to Athens Street, with a satellite office in East Winder.

We are proud to say that Body Transformer Fitness LLC employees, partners in our success, vigorously uphold our mission statement on a daily basis. Customer response has been tremendous. With the entire staff of Body Transformer Fitness LLC sharing our vision of superior quality and unparalleled customer service, we are confident that we are headed for continued success.

Company Goals, Values, and Beliefs

Effective Date: 01/29/2012

Our goal at Body Transformer Fitness LLC is simple: extraordinary product quality and customer service. We accomplish this by observing a common set of values and by partnering with organizations that have the finest reputation for quality. There are no shortcuts; we believe that our goals are accomplished only with a real commitment from every employee.

Our values and beliefs require that we:

- Treat employees and colleagues with respect; Body Transformer Fitness LLC does not tolerate discrimination of any kind.
- Encourage all managers and supervisors to involve employees in creative problem solving.
- Provide consistent leadership and competent on-the-job training.
- Maintain an open-door policy that encourages interaction and discussion; encourage ideas to improve the workplace and increase productivity.
- Provide effective and efficient corrective action to resolve customer service issues and ensure complete customer satisfaction.
- Deliver competitive, outstanding service to our customers and partner with vendors who share that goal.
- Make "Do It Right the First Time" our team attitude to ensure continued growth and prosperity.

Changes In Policy

Effective Date: 01/29/2012

Company change is inevitable. Therefore, we expressly reserve the right to interpret, modify, suspend, cancel, or dispute, with or without notice, all or any part of our policies, procedures, and benefits at any time with or without prior notice. Changes will be effective on the dates determined by Body Transformer Fitness LLC, and after those dates all superseded policies will be null and void.

No individual supervisor or manager has the authority to alter the foregoing. Any employee who is unclear on any policy or procedure should consult a supervisor or the Human Resources Manager.

Nature of Employment

Effective Date: 01/29/2012

Employment with Body Transformer Fitness LLC is "at-will." This means employees are free to resign at any time, with or without cause, and Body Transformer Fitness LLC may terminate the employment relationship at any time, with or without cause or advance notice. As an at will-employee, it is not guaranteed, in any manner, that you will be employed with Body Transformer Fitness LLC for any set period of time.

The policies set forth in this employee handbook are the policies that are in effect at the time of publication. They may be amended, modified, or terminated at any time by Body Transformer Fitness LLC, except for the policy on at-will employment, which may be modified only by a signed, written agreement between the President and the employee at issue. Nothing in this handbook may be construed as creating a promise of future benefits or a binding contract between Body Transformer Fitness LLC and any of its employees.

Immigration Law Compliance

Effective Date: 01/29/2012

Body Transformer Fitness LLC is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, as amended, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Body Transformer Fitness LLC within the past three years, or if their previous I-9 is no longer retained or valid.

Equal Employment Opportunity

Effective Date: 01/29/2012

Body Transformer Fitness LLC is an Equal Opportunity Employer. Employment opportunities at Body Transformer Fitness LLC are based upon one's qualifications and capabilities to perform the essential functions of a particular job and free from discrimination because of race, religion, sex, national origin, age, veteran status, disability, genetic information, or any other characteristic protected by law.

This Equal Employment Opportunity policy governs all aspects of employment, including, but not limited to, selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Body Transformer Fitness LLC strongly urges the reporting of all instances of discrimination and prohibits retaliation against any individual who reports discrimination or participates in an investigation of such report. Appropriate disciplinary action, up to and including immediate termination, will be taken against any employee who violates this policy.

Confidentiality

Effective Date: 01/29/2012

Body Transformer Fitness LLC takes the protection of confidential business information very seriously. Confidential business information includes, but is not limited to, the following examples:

All employees must maintain confidential information in strict confidence. This policy applies to active employees as well as employees who separated from Body Transformer Fitness LLC.

Employees found to be in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

Outside Employment

Effective Date: 01/29/2012

Employees may hold outside jobs as long as the employee meets the performance standards of their position with Body Transformer Fitness LLC.

Unless an alternative work schedule has been approved by Body Transformer Fitness LLC, employees will be subject to the company's scheduling demands, regardless of any existing outside work assignments; this includes availability for overtime when necessary.

Body Transformer Fitness LLC's property, office space, equipment, materials, trade secrets, and any other confidential information may not be used for any purposes relating to outside employment.

Employee Grievances

Effective Date: 01/29/2012

It is the policy of Body Transformer Fitness LLC to maintain a harmonious workplace environment. Body Transformer Fitness LLC encourages its employees to express concerns about work-related issues, including workplace communication, interpersonal conflict, and other working conditions.

Employees are encouraged to raise concerns with their supervisors. If not resolved at this level, an employee may submit, in writing, a signed grievance to the Human Resources Manager or Owner.

After receiving a written grievance, Body Transformer Fitness LLC may hold a meeting with the employee, the immediate supervisor, and any other individuals who may assist in the investigation or resolution of the issue. All discussions related to the grievance will be limited to those involved with, and who can assist with, resolving the issue.

Complaints involving alleged discriminatory practices shall be processed in accordance with the Body Transformer Fitness LLC's Sexual and other Unlawful Harassment Policy.

Body Transformer Fitness LLC assures that all employees filing a grievance or complaint can do so without fear of retaliation or reprisal.

Security

Effective Date: 01/29/2012

The purpose of Body Transformer Fitness LLC's security policy is to protect company assets and to maintain a safe working environment for all employees.

Facility Access:

All regular Body Transformer Fitness LLC employees will be issued a key to gain access to Body Transformer Fitness LLC facilities. Employees who are issued keys are responsible for their safekeeping. All lost or stolen keys must be reported to your supervisor as soon as possible.

Upon separation from Body Transformer Fitness LLC, and at any other time upon Body Transformer Fitness LLC's request, all keys must be returned to your supervisor.

Closing Procedures:

The last employee, or a designated employee, who leaves the office at the end of the business day assumes the responsibility to ensure that: all doors are securely locked; the alarm system is armed; thermostats are set on appropriate evening and/or weekend setting; and all appliances and lights are turned off with exception of the lights normally left on for security purposes.

Employees are not permitted on company property after hours without prior written authorization from the a supervisor.

Internal Communication

Effective Date: 01/29/2012

Effective and ongoing communication within Body Transformer Fitness LLC is essential. As such, the company maintains systems through which important information can be shared among employees and management.

Body Transformer Fitness LLC uses the Intranet and E-mail to facilitate communication and share access to documents.

Employees may correspond and send files via e-mail. For more information on the appropriate usage of e-mail in the workplace, employees may refer to the Internet Usage and Computer Usage policies.

All employees are responsible for checking internal communications on a frequent and regular basis. Employees should consult their supervisor with any questions or concerns on information disseminated.

Whistleblower Protection

Effective Date: 01/29/2012

This policy is designed to protect employees and address Body Transformer Fitness LLC commitment to integrity and ethical behavior. In accordance with Whistleblower Protection regulations, Body Transformer Fitness LLC will not tolerate harassment, retaliation, or any type of discrimination against an employee who:

- Makes a good faith complaint regarding suspected Company or employee violations of the law
- Makes a good faith complaint regarding accounting, internal accounting controls, or auditing matters that may lead to incorrect, or misrepresentations in, financial accounting
- Provides information to assist in an investigation regarding violations of the law; or
- Files, testifies, or participates in a proceeding in relation to alleged violations of the law.

Negative employment sanctions, such as demotion or termination, as a result of an employee's decision to provide good-faith information regarding violations of the law, will not be tolerated. In addition, discrimination, threats, and harassment is prohibited.

Anyone violating this policy will be subject to discipline, up to and including termination of employment.

Employment Classifications

Effective Date: 01/29/2012

For purposes of salary administration and eligibility for overtime payments and employee benefits, Body Transformer Fitness LLC classifies employees as either exempt or non-exempt. Non-exempt employees are entitled to overtime pay in accordance with federal and state overtime provisions. Exempt employees are exempt from federal and state overtime laws and, but for a few narrow exceptions, are generally paid a fixed amount of pay for each workweek in which work is performed.

If you change positions during your employment with Body Transformer Fitness LLC or if your job responsibilities change, you will be informed by the Human Resources Manager of any change in your exempt status.

In addition to your designation of either exempt or non-exempt, you also belong to one of the following employment categories:

Full-Time:

Full-time employees are regularly scheduled to work greater or equal to 40 hours per week. Generally, regular full-time employees are eligible for Body Transformer Fitness LLC's benefits, subject to the terms, conditions, and limitations of each benefit program.

Part-Time:

Part-time employees are regularly scheduled to work less than 40 hours per week. Regular part-time employees may be eligible for some Body Transformer Fitness LLC benefit programs, subject to the terms, conditions, and limitations of each benefit program.

Temporary:

Temporary employees include those hired for a limited time to assist in a specific function or in the completion of a specific project. Employment beyond any initially stated period does not in any way imply a change in employment status or classification. Temporary employees retain temporary status unless and until they are notified, by Body Transformer Fitness LLC Management, of a change. They are not eligible for any of Body Transformer Fitness LLC's benefit programs.

Personnel Data Changes

Effective Date: 01/29/2012

It is the responsibility of each employee to promptly notify their supervisor or their supervisor of any changes in personnel data. Such changes may affect your eligibility for benefits, the amount you pay for benefit premiums, and your receipt of important company information.

If any of the following have changed or will change in the coming future, contact your supervisor or their supervisor as soon as possible:

- Legal name
- Mailing address
- Telephone number(s)
- Change of beneficiary
- Exemptions on your tax forms
- Emergency contact(s)
- Training certificates
- Professional licenses

Expense Reimbursement

Effective Date: 01/29/2012

Expenses incurred by an employee must be approved in advance by Body Transformer Fitness LLC Management.

Some expenses that may warrant reimbursement include, but are not limited, to the following: mileage costs, air or ground transportation costs, lodging, and meals used for the purpose of carrying out company business.

Employees must submit expense reports to the Body Transformer Fitness LLC Management for approval. Questions regarding this policy should be directed to your supervisor.

Termination of Employment

Effective Date: 01/29/2012

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Common circumstances under which employment is terminated include the following:

- **Resignation** - Voluntary employment termination initiated by an employee.
- **Termination** - Involuntary employment termination initiated by Body Transformer Fitness LLC. In most cases, Body Transformer Fitness LLC will use progressive disciplinary actions before dismissing an employee. However, certain actions warrant immediate termination.
- **Layoff** - Involuntary employment termination initiated by Body Transformer Fitness LLC for non-disciplinary reasons.
- **Retirement** - Voluntary employee termination upon eligibility for retirement.

Nonexempt employees who intend to terminate employment with Body Transformer Fitness LLC, shall provide Body Transformer Fitness LLC with at least two (2) weeks written notice. Exempt employees shall provide at least four (4) weeks written notice. Such notice is intended to allow the company time to adjust to the employee's departure without placing undue burden on those employees who may be required to fill in before a replacement can be found.

Since employment with Body Transformer Fitness LLC is based on mutual consent, both the employee and Body Transformer Fitness LLC have the right to terminate employment at will, with or without cause, during and after the introductory period.

In the case of employee termination, the employee will receive their accrued pay in accordance with all federal, state and local laws.

Any employee who terminates employment with Body Transformer Fitness LLC shall return all files, records, keys, and any other materials that are property of Body Transformer Fitness LLC.

Employee benefits will be affected by employment termination in the following manner:

- All accrued vested benefits that are due and payable at termination will be paid in accordance with applicable federal, state and local laws.
- Some benefits may be continued at the employee's expense, if the employee elects to do so, such as healthcare coverage.
- The employee will be notified of the benefits that may be continued and of the terms, conditions, and limitations of such continuation.

If you have any questions or concerns regarding this policy, direct them to the Human Resources Manager.

Safety

Effective Date: 01/29/2012

Body Transformer Fitness LLC is committed to providing a clean, safe, and healthful work environment for its employees. Maintaining a safe work environment, however, requires the continuous cooperation of all employees. Body Transformer Fitness LLC and all employees must comply with all occupational safety and health standards and regulations established by the Occupational Safety and Health Act and state and local regulations. In addition, all employees are expected to obey safety rules and exercise caution and common sense in all work activities.

Employees must immediately report any unsafe conditions to their supervisor. Employees who violate safety standards; cause hazardous or dangerous situations; or fail to report or, where appropriate, remedy such situations may be subject to disciplinary action, up to and including termination of employment.

In the case of an accident that results in injury, regardless of how seemingly insignificant the injury may appear, employees must notify their supervisor.

Questions regarding this policy should be directed to your supervisor or the Human Resources Manager.

Company Hours

Effective Date: 01/29/2012

Body Transformer Fitness LLC is open for business 10:00 am to 6:00 pm, Monday through Saturday; except for holidays recognized by Body Transformer Fitness LLC.

The standard workweek is 40 hours and is considered to begin on Monday at 12:00 a.m. through Sunday at 11:59 p.m..

Supervisors will advise employees of their scheduled shift, including starting and ending times. Business needs may necessitate a variation in your starting and ending times as well as in the total hours you may be scheduled to work each day and each week.

Use of Company Property

Effective Date: 01/29/2012

Company property refers to anything owned by the company: physical, electronic, intellectual, or otherwise. The use of company property is for business necessity only.

When materials or equipment are assigned to an employee for company business, it is the employee's responsibility to see that the equipment is used properly and cared for properly. However, at all times, equipment assigned to the employee remains the property of the company, and is subject to reassignment and/or use by the company without prior notice or approval of the employee. This includes, but is not limited to, computer equipment and data stored thereon, voice mail, records and employee files.

Body Transformer Fitness LLC has created specific guidelines regarding the use of company equipment. Below is a list of employee responsibilities and limitations in regards to company property.

Personal use of company property:

Company property is not permitted to be taken from the premises without proper written authority from company management.

Company Tools:

All necessary tools are furnished to employees in order to assist them in their required duties. Each employee is, in turn, responsible for these tools. Tools damaged or stolen as a result of an employee's negligence will, to the extent permitted by federal, state and local law, be charged to the employee.

Care of Company Property:

Office areas should be kept neat and orderly and all equipment should be well-maintained. The theft or misappropriation of unauthorized removal, possession, or use of company property or equipment is expressly prohibited.

Any action in contradiction to the guidelines set herein will result in disciplinary action, up to and including termination of employment.

Personal Property

Effective Date: 01/29/2012

Employees should use their discretion when bringing personal property into the workplace. Body Transformer Fitness LLC assumes no risk for any loss or damage to personal property.

Additionally, employees may not possess or display any property that may be viewed as inappropriate or offensive on Body Transformer Fitness LLC premises.

Parking

Effective Date: 01/29/2012

Body Transformer Fitness LLC provides parking for employees in the building parking lot. There should be ample space for all employees. Employees may only park in open spaces or those designated for use by Body Transformer Fitness LLC. Employees should consider members and neighboring businesses and park to the side or rear of the building when possible.

Smoking

Effective Date: 01/29/2012

Body Transformer Fitness LLC provides a smoke-free environment for its employees, customers, and visitors. Smoking is prohibited throughout the workplace. We have adopted this policy because we have a sincere interest in the health of our employees and in maintaining pleasant working conditions.

Meal Periods

Effective Date: 01/29/2012

In accordance with state and local laws, non-exempt employees will be provided with meal and rest periods. Break periods of less than 20 minutes will be paid. Break periods lasting longer than 20 minutes will be unpaid.

Non-exempt employees must be fully relieved of their job responsibilities and are not permitted to work during unpaid break and meal periods of more than 20 minutes. If for any reason a non-exempt employee does not take the applicable meal and rest period that they are provided, the employee must notify his or her supervisor immediately.

Supervisors will schedule meal and rest periods in order to accommodate company operating requirements.

Rest Periods

Effective Date: 01/29/2012

Body Transformer Fitness LLC provides regular break periods to employees based on the number of hours worked, and as dictated by department supervisors.

Standards of Conduct

Effective Date: 01/29/2012

Body Transformer Fitness LLC's rules and standards of conduct are essential to our productive work environment. All employees must familiarize themselves with company rules and standards; all employees will be held to them. Any employee who disregards or deviates from company rules or standards may be subject to disciplinary action, up to and including termination of employment.

While not intended to be an all inclusive list, the examples below represent behavior that is considered unacceptable in the workplace. Behaviors such as these, as well as other forms of misconduct, may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal/possession of property
- Falsification of timekeeping records
- Possession, distribution, sale, transfer, or use of alcohol or illicit drugs in the workplace
- Fighting or threatening violence in the workplace
- Gossiping or spreading rumors about co-workers
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of company-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in the workplace
- Sexual or other unlawful or unwelcome harassment
- Excessive absenteeism or any absence without notice
- Unauthorized use of telephones, computers, or other company-owned equipment
- Unauthorized disclosure of any confidential information

Other forms of misconduct not listed above may also result in disciplinary action, up to and including termination of employment. If you have questions regarding Body Transformer Fitness LLC's standards of conduct, please direct them to your supervisor.

Disciplinary Action

Effective Date: 01/29/2012

Disciplinary action at Body Transformer Fitness LLC is intended to fairly and impartially correct behavior and performance problems early on and to prevent reoccurrence.

Disciplinary action may involve any of the following: verbal warning, written warning, suspension with or without pay, and termination of employment, depending on the severity of the problem and the frequency of occurrence. Body Transformer Fitness LLC reserves the right to administer disciplinary action at its discretion and based upon the circumstances.

Body Transformer Fitness LLC recognizes that certain types of employee behavior are serious enough to justify termination of employment, without observing other disciplinary action first.

These violations include but are not limited to:

Attendance and Punctuality

Effective Date: 01/29/2012

Absenteeism and tardiness place an undue burden on other employees and on the company as a whole. Body Transformer Fitness LLC expects that every employee will be regular and punctual in attendance. This means being ready to work at your scheduled start time each day. Employees are also expected to return from scheduled breaks and meal periods on time.

All time off must be requested in writing, in advance, as outlined in the Body Transformer Fitness LLC Paid Time Off (PTO) policy. If you are unexpectedly unable to report for work for any reason, or if you will be late for any reason, you must notify your supervisor as early as possible, but always prior to your scheduled starting time. Employees must make every effort to speak with their supervisor directly. It is not acceptable to leave a voicemail message with a supervisor, except in extreme emergencies. In cases that warrant leaving a voicemail message or when an employee's direct supervisor is unavailable, a follow-up call must be made later that day.

Employees who are going to be absent for more than one day should contact their supervisor each day. Body Transformer Fitness LLC reserves the right to ask for a physician's statement in the event of a long-term illness (3 consecutive days), or multiple illnesses or injuries.

If an employee fails to notify their supervisor after three (3) consecutive days of absence, Body Transformer Fitness LLC will presume that the employee has voluntarily resigned and the employee will be removed from payroll. Body Transformer Fitness LLC will review any extenuating circumstances presented by the employee that may have prevented him/her from calling in before being removed from payroll.

If an illness or emergency occurs during work hours, employees should notify their supervisor. Employees must also notify their supervisor at least one day in advance of known absences for medical or dental appointments.

Body Transformer Fitness LLC considers consistent attendance and punctuality to be the foundation for excellent performance. Should undue or recurrent absence and tardiness become apparent, the employee may be subject to disciplinary action, up to and including termination of employment.

Computer, Email & Internet Usage

Effective Date: 01/29/2012

Body Transformer Fitness LLC's computer systems allow us to be more productive. Computer, e-mail, and internet are tools that create great value, but can cause problems if used improperly. It is extremely important that all employees use good business judgment when using the computer systems.

Computer hardware, software, electronic mail, internet connections, and all other computer or electronic communication or data storage systems used by Body Transformer Fitness LLC are the property of Body Transformer Fitness LLC and are intended for business use. Employees have no right of personal privacy in their use of Body Transformer Fitness LLC's computer and electronic communication systems. To ensure compliance with this policy, computer, email and internet usage may be monitored, including but not limited to, reviewing documents created and stored on Body Transformer Fitness LLC's computer and electronic communication systems, monitoring sites visited by employees on the internet, reviewing materials downloaded or uploaded by employees from or to the internet, and reviewing emails sent and received by employees.

Body Transformer Fitness LLC strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, Body Transformer Fitness LLC prohibits the use of computers and the email system in ways that are disruptive, offensive to others, or harmful to morale.

Computer, email and internet may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other nonbusiness matters.

Body Transformer Fitness LLC purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, Body Transformer Fitness LLC does not have the right to reproduce such software for use on more than one computer. Employees may only use software according to the software license agreement. Body Transformer Fitness LLC prohibits the illegal duplication of software and its related documentation.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

Abuse of this policy may result in disciplinary action, up to and including termination of employment. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images

- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Sending or posting messages or material that could damage the organization's image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Using the Internet for political causes or activities, religious activities, or any sort of gambling
- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as representing those of the organization
- Engaging in any other illegal activities

Employees should notify their immediate supervisor or any member of management upon learning of violations of this policy.

Telephone Usage

Effective Date: 01/29/2012

Body Transformer Fitness LLC telephones are intended for the sole use of conducting company business. Personal use of company telephones and individually owned cell phones during business hours is prohibited except in emergencies. In addition, long distance phone calls which are not strictly business-related are expressly prohibited.

Any employee found in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

Company Supplies

Effective Date: 01/29/2012

Only authorized persons may purchase supplies in the name of Body Transformer Fitness LLC. No employee whose regular duties do not include purchasing shall incur any expense on behalf of Body Transformer Fitness LLC or bind Body Transformer Fitness LLC by any promise or representation without express written approval.

Emergency Closing

Effective Date: 01/29/2012

At times, emergencies such as severe weather, fires, or power failures can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility. The decision to close or delay regular operations will be made by the Body Transformer Fitness LLC management.

When the decision is made to close the office, employees will receive official notification from their supervisors. Employees can also call the company for emergency or weather-related closing information.

Personal Appearance

Effective Date: 01/29/2012

The purpose of Body Transformer Fitness LLC's personal appearance policy is to ensure safe and sanitary working conditions and that all employees present a professional image. During business hours or when representing Body Transformer Fitness LLC, employees are expected to dress and groom themselves according to the requirements of their positions. All employees must wear appropriate clothing, be well groomed, and observe high standards of personal hygiene.

While not intended to be an all inclusive list, the examples below are considered appropriate workplace attire:

- Open-toed sandals or shoes
- Spaghetti-strapped shirts
- Tank tops or revealing shirts
- Short skirts
- Sneakers
- Biker shorts
- Sheer clothing
- Exposed piercings or tattoos
- T-shirts with inappropriate or offensive images or advertising
- Jeans or pants that are torn or excessively worn

It is never appropriate to wear stained, wrinkled, frayed, or revealing clothing to the workplace. Employees are urged to use their discretion when determining what is appropriate to wear to work.

If management designates "casual days," an employee's casual dress must still be clean, neat and project a professional image. Some examples of permissible casual attire include: button-down shirts, denim pants, polo shirts and blouses.

Employees who wear inappropriate attire to work will be sent home to change their clothing. Questions regarding appropriate workplace attire should be directed to your supervisor or the Human Resources Manager.

Sexual and Other Unlawful Harassment

Effective Date: 01/29/2012

Body Transformer Fitness LLC is committed to a work environment in which all individuals are treated with respect. Body Transformer Fitness LLC expressly prohibits discrimination and all forms of employee harassment based on race, color, religion, sex, national origin, age, disability, military or veteran status, or status in any group protected by state or local law.

Sexual harassment is a form of discrimination and is prohibited by law. For purposes of this policy sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment may include a range of behaviors and may involve individuals of the same or different gender. These behaviors include, but are not limited to:

- Unwanted sexual advances or requests for sexual favors.
- Sexual or derogatory jokes, comments, or innuendo
- Unwelcomed physical interaction
- Insulting or obscene comments or gestures
- Offensive email, voicemail, or text messages
- Suggestive or sexually explicit posters, calendars, photographs, graffiti, or cartoons
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- Verbal sexual advances or propositions.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements
- Any other visual, verbal, or physical conduct or behavior deemed inappropriate by the company

Harassment on the basis of any other protected characteristic is also strictly prohibited.

Complaint Procedure:

Body Transformer Fitness LLC strongly encourages the reporting of all instances of discrimination, harassment, or retaliation. If you believe you have experienced or witnessed harassment or discrimination based on sex, race, national origin, disability, or another factor, promptly report the incident to your supervisor. If you believe it would be inappropriate to

discuss the matter with your supervisor, you may bypass your supervisor and report it directly to the Human Resources Manager.

Any reported allegations of harassment or discrimination will be investigated promptly, thoroughly, and impartially. To the maximum extent possible, confidentiality will be maintained throughout the investigatory process.

Any employee found to be engaged in any form of sexual or other unlawful harassment may be subject to disciplinary action, up to and including termination of employment.

Retaliation Prohibited:

Body Transformer Fitness LLC expressly prohibits retaliation against any individual who reports discrimination or harassment, or assists in investigating such charges. Any form of retaliation is considered a direct violation of this policy and, like discrimination or harassment itself, will be subject to disciplinary action, up to and including termination of employment.

Drug and Alcohol Abuse

Effective Date: 01/29/2012

Body Transformer Fitness LLC is committed to maintaining a workplace free of substance abuse. No employee is allowed to consume, possess, sell, purchase, or be under the influence of alcohol or illegal drugs on any property owned by or leased on behalf of Body Transformer Fitness LLC, or in any vehicle owned or leased on behalf of Body Transformer Fitness LLC. The use of over-the-counter drugs and legally prescribed drugs is permitted as long as they are used in the manner for which they were prescribed and provided that such use does not hinder an employee's ability to safely perform his or her job.

Body Transformer Fitness LLC will not tolerate employees who report for duty while impaired by the use of alcohol or drugs. All employees should report evidence of alcohol or drug abuse to their supervisor or Body Transformer Fitness LLC Manager immediately. In cases in which the use of alcohol or drugs creates an imminent threat to the safety of persons or property, employees are required by Body Transformer Fitness LLC to report the violation. Failure to do so may result in disciplinary action, up to and including termination of employment.

As a part of our effort to maintain a workplace free of substance abuse, Body Transformer Fitness LLC employees may be asked to submit to a medical examination and/or clinical testing for the presence of alcohol and/or drugs. Within the limits of federal, state, and local laws, Body Transformer Fitness LLC reserves the right to examine and test for drugs and alcohol at our discretion.

As a condition of your employment with Body Transformer Fitness LLC, employees must comply with this Substance Abuse Policy. Be advised that no part of the Substance Abuse Policy shall be construed to alter or amend the at-will employment relationship between Body Transformer Fitness LLC and its employees.

Employees found in violation of this policy may be subject to disciplinary action, up to and including termination of employment.

Workplace Violence

Effective Date: 01/29/2012

Body Transformer Fitness LLC strictly prohibits workplace violence, including any act of intimidation, threat, harassment, physical violence, verbal abuse, aggression or coercion against a coworker, vendor, customer, or visitor.

Prohibited actions, include, but are not limited to the following examples:

- Physically injuring another person
- Threatening to injure another person
- Engaging in behavior that subjects another person to emotional distress
- Threatening to use or using a weapon while on company premises, on company-related business, or during job-related functions
- Intentionally damaging property

All threats or acts of violence should be reported immediately to your supervisor. Employees found to have engaged in violence may be subject to immediate termination.

Paid Time Off (PTO)

Effective Date: 01/29/2012

Paid Time Off (PTO) is an all-purpose time off policy for eligible employees to use for vacation, illness, injury, or personal business. PTO combines traditional vacation and sick leave plans into one flexible, inclusive policy. PTO is payable in the same manner as the regular salary and is subject to the same withholding elections.

Employees in the following employment classification(s) are eligible to earn and use PTO as described in this policy:

Upon entering an eligible employment classification, employees will begin to earn PTO according to the following schedule:

- After 1 year of service, employees are eligible for 10 PTO days
- After 3 years of service, employees are eligible for 15 PTO days
- After 7 years of service, employees are eligible for 20 PTO days
- After 10 years of service, employees are eligible for 25 PTO days

To the extent permitted by state and local laws, employees must use their earned time prior to December 31 of the calendar year; otherwise the time will be forfeited.

Paid time off is paid at your base pay rate at the time of the absence. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differential.

PTO may be used in minimum increments of one-half day. Employees with an unexpected need (i.e. sudden illness or emergency) to request PTO should notify their direct supervisor as early as possible. Employees must also contact their direct supervisor on each additional day of absence. Work-related accidents and illness are covered by Workers' Compensation Insurance, pursuant to the requirements of the laws in the state(s) in which Body Transformer Fitness LLC operates. The PTO policy outlined above does not apply to those illnesses or injuries that are covered by an applicable Workers' Compensation policy.

Payroll Deductions

Effective Date: 01/29/2012

Body Transformer Fitness LLC makes deductions from employee pay only in circumstances permitted by applicable law. This includes, but is not limited to, mandatory deductions for income tax withholding and Social Security and Medicare contributions as well as voluntary deductions for health insurance premiums and other related contributions.

If you believe that an improper deduction has been made from your pay, raise the issue with the Payroll Department immediately. Body Transformer Fitness LLC will promptly investigate. If the investigation reveals that you were subjected to an improper deduction from pay, you will be reimbursed promptly.

Holidays

Effective Date: 01/29/2012

Body Transformer Fitness LLC observes the following paid holidays:

Due to the nature of our business, Body Transformer Fitness LLC may require employees to work on a holiday. Employees required to work on holidays will be paid holiday pay in accordance with applicable laws.

Jury Duty

Effective Date: 01/29/2012

Body Transformer Fitness LLC encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees must provide their immediate supervisor with a copy of their jury summons as soon as possible so that the supervisor may make arrangements to accommodate their absence.

Employees on jury duty must report to work on workdays, or parts of workdays, when they are not required to serve. Either Body Transformer Fitness LLC or the employee may request an excuse from jury duty if it is determined that the employee's absence would create serious operational difficulties.

Jury duty will be paid if required by applicable state law. If paid, jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence.

Military Leave

Effective Date: 01/29/2012

Body Transformer Fitness LLC proudly grants employees time off of work for service in the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA).

All employees requesting time off for military service must provide advance notice of military service to their immediate supervisor, unless military necessity prevents such notice or it is otherwise impossible or unreasonable. Continuation of health insurance benefits is available during military leave subject to the terms and conditions of the group health plan and applicable law.

Employees are eligible for re-employment for up to five (5) years from the date their military leave began. The period an individual has to make application for reemployment or report back to work after military service is based on time spent on military duty. For service of less than 31 days, the service member must return at the beginning of the next regularly scheduled work period on the first full day after release from service, taking into account safe travel home plus an eight-hour rest period. For service of more than 30 days but less than 181 days, the service member must submit an application for reemployment within 14 days of release from service. For service of more than 180 days, an application for reemployment must be submitted within 90 days of release from service.

Employees who qualify for re-employment will return to active employment at a pay level and status equal to that which they would have attained had they not entered military service. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Questions regarding this policy should be directed to the Human Resources Manager.

Timekeeping

Effective Date: 01/29/2012

It is the company's policy to comply with applicable laws that require records to be maintained of the hours worked by our employees. Every employee is responsible for accurately recording time worked.

Non-exempt employees must record hours worked using a timecard. Under no circumstances may any employee possess or use a timecard which does not belong to him or her.

In addition to recording arrival and departure time, non-exempt employees are required to accurately record the start and end of each meal period as well as any departure for non-work related reasons.

Vacation days, sick days, holidays, and absences for jury duty, funeral leave or military training must be specifically recorded by all employees.

It is the responsibility of all employees to submit and approve their time records each week.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action up to and including termination of employment.

Paydays

Effective Date: 01/29/2012

Body Transformer Fitness LLC employees are paid on a monthly basis. In the event that a regularly scheduled payday falls on a holiday, employees will be paid on the day preceding the holiday, unless otherwise required by state law.

Paychecks will not, under any circumstances, be given to any person other than the employee without written authorization. Paychecks may also be mailed to the employee's listed address or, upon advance written authorization, deposited directly into an employee's bank account. Employees who elect payment through direct deposit will receive an itemized statement of wages when the Company makes direct deposits.

In the event of employee termination, the employee will receive their accrued pay in accordance with applicable federal, state and local laws.