



Physical Wellness Program

Responsibility: Benefits

Approvals

	Name	Title	Signature
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Revision history

Revision	Effective Date	Modified by	Description
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1 Purpose

The objective of this policy is to encourage employees to participate in activities that promote physical wellness on a continuous basis.

2 Eligibility

This policy applies to all employees:

- Working for CAE Canada Inc. or its Canadian subsidiaries
- Salaried or unionized
- Permanent
- Full-time or part-time

3 Definitions

3.1 Recognized fitness centre or organization

A gym/fitness centre or organization that offers cardiovascular, body-building, aerobics and other activities promoting physical well-being.

Recognized organizations include, among other things, a city, a school or a certified individual.

3.2 Continuous basis

The policy reimburses activities that are reoccurring and not on a one-time basis.

Note that, for employees who are expected to travel frequently and extensively, this condition does not apply in order to encourage them to participate in fitness or physical well-being activities at their travel site.

4 Program operation

4.1 The Company subsidizes 50% of the cost, before taxes, of the employee's membership fees for physical wellness activities, up to a maximum of \$240 per calendar year.

4.2 Only physical wellness activities offered by a recognized fitness centre or organization are accepted.

In order to adapt to the new reality as well as to the changes in lifestyle caused by COVID-19, CAE has decided to authorize the reimbursement of registration expenses for virtual courses related to physical activity and to reassess the situation over the next few years.

4.3 The types of admissible fitness activities include, among other things:

Activity Types*	
Aerobics	Martial arts and combat sports
Athletics	Personal trainer
Ball games	Pilates, spinning and other physical conditioning activities
Climbing	Racquet sports
Cycle sports	Skiing and snow sports
Dance	Water sports
Ice sports	Yoga

* See Appendix 1 for examples.

4.4 Sports equipment is not admissible for reimbursement under this policy, except for the items mentioned in paragraph 4.5.1.

4.5 Certain expenses relating to the equipment and use of a bicycle are eligible, if the employee signs the form in Appendix 2 in which they pledge to go to work by bicycle at least once a week between May and September. The employee is responsible for uploading their signed commitment form to their Workday file. **

** Approvers should verify that the form has been signed and uploaded to their employee's Workday before approving any claim for equipment and bicycle use.

4.5.1 The eligible items under section 4.5 are as follows:

Bike accessories (lights, helmets, etc.)	Bike repair
Bike parts (tubes, tires, etc.)	Bike tune-up
Bike purchase	Registration for a hike/competition

For greater clarity, it should be noted that bicycle tools and clothing are not admissible under the policy.

5 Procedure

5.1 The employee signs a contract with a recognized fitness centre or organization or with a certified personal trainer, pays for the program, and obtains a **detailed** receipt and the signed contract detailing the membership conditions.

- 5.2 For reimbursements under the program, all employees are to submit a **separate** expense claim via [Concur](#) by selecting expense type *Fitness Program*. The cost is to be charged against the employee's department, and Project field should always be *Overhead*. A copy of the contract along with the receipt detailing the full annual amount paid must be attached to the claim.
- 5.3 The expense claim is for 50% of the annual amount of the contract or for the maximum allowable (\$240 per calendar year), whichever is less, and the reimbursement is for the amount before taxes.
- 5.4 Expense claims for fees incurred can only be submitted four (4) times a year and the sum of each claim must be over the total amount of \$25 before taxes. The employee must submit invoices from the previous calendar year before the end of the fiscal year.
- 5.5 Unreimbursed amounts cannot be claimed in the following year.
- 5.6 This program is intended for employees only. Therefore, all receipts and the contract must be in the employee's name.
- 5.7 If an employee leaves on a voluntary basis, he has the obligation to pay back 100% of the reimbursed amount if he leaves the Company less than three (3) full months after the refund was executed, and 50% if he leaves the Company three (3) to six (6) months after the refund.
- 5.8 As this is a taxable benefit, the corresponding amount is added to tax slips T4 & Relevé 1.
- 5.9 In case of disputes, the employee is invited to contact his Human Resources Business Partner.

6 Responsibility for policy administration

- 6.1 The Human Resources department is responsible for developing, updating, managing, and communicating this policy, and for providing support to employees and their manager in its interpretation.
- 6.2 The employee and his manager are responsible for the application of this policy.

Appendix 1 – List of admissible fitness activities

The list of activities in paragraph 4.3 is intentionally very general in the spirit of the policy. To give a sense of how inclusive the intent is, here are a few examples:

- Martial arts and combat sports include: Aikido, boxing, judo, ju-jitsu, karate, kung-fu, muay thai, iaïdo, kendo, taekwondo, tai-chi, wrestling, etc.
- Ball games include: Baseball, basketball, football, golf, handball, soccer, volleyball, etc.
- Racquet sports include: Badminton, pickleball, ping-pong, racquetball, squash, tennis, etc.
- Water sports include: Aquafitness, boating, canoeing, diving, dragon boat racing, kayaking, rafting, rowing, surfing, swimming, water polo, waterskiing, etc.
- Ice sports include: Curling, ice hockey, skating, etc.

Appendix 2 – Form for employees requesting reimbursement under sections 4.5 and 4.5.1

By signing this form, I confirm that:

- I have read and understood the conditions described in the Program to promote physical well-being.
- I agree to go to work by bike at least once a week between the months of May and September.

It is the employee's responsibility to upload this signed and dated form to their Workday profile, so that the approver can approve any reimbursement request related to equipment and bicycle use.

Name in capital letters

Employee number

Signature

Date