

## Corporate Policies & Procedures

<b>Policy:</b>	Wellness Activity Subsidy		
<b>Department:</b>	Human Resources	<b>Sub-Department:</b>	Benefits
<b>Original Date:</b>	01.01.2011	<b>Version:</b>	03.15.2019

### SCOPE:

The Wellness Activity Subsidy (WAS) Policy applies to all eligible employees of MHM Services, Inc. d/b/a Centurion Group, Inc. (“Centurion”) and its subsidiaries (collectively, the “Company”).

### ELIGIBILITY:

All full-time employees (30+ hours per week) in an active, eligible status for at least three (3) months prior to the reimbursement pay date who are actively participating in a qualifying activity program as noted in this policy beginning on or after their date of hire in a full-time status.

### EXCLUSIONS:

Part-time and PRN employees are excluded from this benefit, as are dependent children or spouses of eligible employees. ICs and LOCUMs are also not eligible. Employees of the NV Staffing contract are ineligible. Expenses incurred prior to being in an eligible full-time status are also excluded.

### PURPOSE:

To encourage participation in programs designed to promote overall health and wellbeing.

### POLICY:

Centurion will reimburse 50% up to \$200 per employee per year for eligible expenses incurred between July 1<sup>st</sup> and June 30<sup>th</sup>. The deadline to submit for reimbursement each year is June 30<sup>th</sup>. The reimbursement will be paid out on the 2<sup>nd</sup> pay in July. Expenses over the \$200 reimbursement maximum will not be carried over to the next year.

### ELIGIBLE FOR REIMBURSEMENT:

- Gym, YMCA or other fitness memberships
- Weight management programs (not including food or supplements)
- Wellness activities such as Tai Chi, Tae Kwon Do, Kickboxing, Zumba, Yoga or other related fitness programs

### NOT ELIGIBLE FOR REIMBURSEMENT:

- Weight loss equipment
- Specialized meal plans
- Injections or supplements
- Activities for spouses or dependents

### PROCEDURE:

Employees may submit for reimbursement once they have met the eligibility requirement. Employees must submit the Wellness Activity Subsidy Reimbursement Form along with proof of enrollment and applicable receipts to the Benefits Department by June 30<sup>th</sup> of each year. Documentation must show clear proof of



payment. Forms may be rejected or denied if incomplete. If the reimbursement is being used for a program outside of a traditional gym membership, documentation will be required showing the nature of the program to determine eligibility. Late or incomplete submissions will not be reimbursed. Reimbursement is for the current benefit year only. Employees can email, fax or mail the Wellness Activity Subsidy Reimbursement Form along with their supporting documentation to the Benefits Department:

Centurion Benefits Department  
1593 Spring Hill Road #610, Vienna, VA 22182  
[Benefits@TeamCenturion.com](mailto:Benefits@TeamCenturion.com) or fax: (866) 931-5087

**STATUS CHANGES:**

Employees must be in a full-time, eligible status at the time of the payout to be eligible to receive reimbursement. Terminated employees will not be reimbursed.

Please contact the Benefits Department at [Benefits@TeamCenturion](mailto:Benefits@TeamCenturion.com) with any questions.

*This policy and guidelines may be amended at any time and are subject to change at the discretion of the Company.*