

COHO Fitness Center Code of Conduct

(Approved November 21, 2023, by the COHO Board of Directors)

While using the Commerce Occupational Health Organization (COHO) Fitness Center, all COHO members and day pass users (collectively “users”) must abide by the COHO Fitness Center Code of Conduct. The Code of Conduct includes behaving in a manner consistent with maintaining the rights of others, the state of the facilities and the equipment, and complying with all conduct requirements applicable to Federal employees. Any violation of the COHO Fitness Center Code of Conduct is subject to an appropriate response, including immediate expulsion from the Fitness Center at the discretion of onsite Fitness Center staff and/or suspension or termination of COHO membership upon a majority vote of the COHO Board of Directors. The COHO Fitness Center is an extension of the workplace, and members should behave in a manner that is appropriate in an office setting.

Users of the Fitness Center must conduct themselves properly and follow all instructions of Fitness Center staff and posted signs. Users must wear appropriate clothing at all times, including closed-toed athletic shoes, except as otherwise allowed by Fitness Center staff such as at yoga class. No food or beverages, other than water or sports drinks, shall be consumed inside the Fitness Center. No glass bottles or drinking glasses are allowed inside the Fitness Center. In the Fitness Center, no photography, audio or video recording, or filming of other members is allowed without their express permission. No photography, audio or video recording, or filming of any kind is allowed in the locker rooms at any time. All users are encouraged to report any improper use or conduct to the Fitness Center Team or one of the COHO Board of Directors.

1. **Respect for Others:** COHO is committed to the principles of equity, diversity, and inclusion in all of its operations and promotes a culture within its facility that enables and values the participation of all users, without regard to age, disability, gender, sexual orientation, gender identity, race, color, ethnic or national origin, nationality, religion or belief. Users must accept these principles and at all times show respect for others present on the premises in their conduct and language. Discrimination and profanity are not allowed. Disrupting or interfering with the workout of another user is not allowed. Always be aware of your surroundings and be considerate of other users around you.
2. **Unlawful Harassment:** Unlawful harassment is unwelcome conduct that is based on race, color, religion, (including sexual orientation, gender identity, or pregnancy), national origin, older age (beginning at age 40), disability, or genetic information (including family medical history). Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.
3. **Safeguarding Clothing and Personal Equipment:** Users are responsible for safeguarding all of their personal property (e.g., cellphones, jewelry, wallets and purses) brought to the Fitness Center. Any valuables brought to the Fitness Center should be placed in a locker that is securely locked. No clothing or personal property may be left in the Fitness Center or locker rooms

unless it is kept in the user's locker. Any personal items left overnight may be subject to disposal.

4. **Personal Hygiene:** Observe proper personal hygiene by showering regularly (recommended after each workout), wearing clean and appropriate clothing and using deodorant/anti-perspirant. We ask that users refrain from applying or using strong fragrances in the Fitness Center or locker rooms.
5. **Equipment:** Fitness Center equipment must be used in a safe and proper manner at all times. Please consult a Fitness Center staff member if you have any questions about use of equipment. Fitness Center equipment may be used only inside the Fitness Center and users may not remove any equipment from the Fitness Center. Equipment should be returned to its proper storage location or placed in its pre-workout condition (*e.g.*, remove and re-rack weights) after use.
6. **Safety:** Fitness Center staff is present on-site to ensure the safe use of all equipment. Fitness Center staff is the final arbiter of what constitutes safe use of the Fitness Center and its equipment. Users must comply with any safety-related requests made by Fitness Center staff.
7. **Maintaining Gym Equipment:** Paper towels and spray bottles with cleaning solution are provided in the Fitness Center for wiping down equipment after use. Please be considerate and leave the equipment you use clean, not sweaty. Put dirty towels in the hamper after use. Report broken or malfunctioning equipment immediately to Fitness Center staff.
8. **Classes:** Group exercise classes are offered at the Fitness Center. Class sizes may be limited by equipment availability and/or room size. Classes are not to be interrupted at any time. Users arriving more than five minutes after class begins will not be admitted.
9. **Instructors:** A user who participates in an instructed class must be respectful of the instructor and other participants. The instructor may require a user to leave the class if, in the opinion of the instructor, the user's conduct or language undermines or inhibits the instructor's ability to lead the class.
10. **Check-In:** Upon entering the Fitness Center, each member is required to check-in on the computer or sign-in on the log sheet. Day pass users must check-in with a Fitness Center staff member at each visit.
11. **Regulations Subject to Change:** These regulations are subject to change at any time. The current regulations will be posted in the Fitness Center and on the Fitness Center website.
12. **Compliance:** Users should bring any concerns with policies and procedures or other issues to the Fitness Center Team or one of the COHO Board of Directors. Users are required to comply with the rules and regulations of the COHO Fitness Center. Please respect the Fitness Center Team that provides guidance and supervision of the center and the activities that take place there. If a user violates any of these policies and procedures, the Fitness Center Director or the COHO Board of Directors may elect to revoke or suspend the membership after giving proper notice of the violation(s) to the user and affording the user an opportunity to respond. Decisions by the Fitness Center Director or the COHO Board of Directors to revoke or suspend membership are final.