

Keeping Kids Safe: Life Time Team Members are “Required Reporters”**A. Obligation to Immediately Report Inappropriate Behaviors or Abuse between Staff and Youth**

Because Life Time is dedicated to maintaining a zero tolerance for abuse, it is imperative that ALL team members actively participate in the protection of youth (defined as any person under age 18). In the event that a team member observes any suspicious or inappropriate behaviors or abuse on the part of another team member relating to youth, it is their personal responsibility to immediately report their observations. Remember, at Life Time, this policy applies to all team members. Failure to comply with this policy will result in disciplinary action, up to and including termination of employment.

B. Examples of Suspicious or Inappropriate Behaviors or Abuse between Staff and Youth

By way of example, be on the lookout for suspicious or inappropriate behaviors or abuse towards youth that may include, but are not limited to:

- Photographing or videotaping youth, without express parental consent and presence
- Inappropriate touching
- Physical abuse
- Emotional abuse or maltreatment
- Sexual abuse
- Picking favorites among youth
- Making suggestive comments to youth
- Seeking private time or one-on-one time with youth
- Buying gifts for individual youth
- Providing illegal drugs or alcohol to youth
- Sexual exploitation
- Neglect
- Violation of any abuse prevention or child safety policies or procedures

C. Team Member Response

In the event a team member witnesses suspicious or inappropriate behavior or abuse towards youth or receives a report of suspicious or inappropriate behavior or abuse towards youth, the team member must do the following:

- Interrupt the behavior
- Immediately report the behavior to a supervisor and/or make a report through the Company's Online Incident Reporting Center. If the report is about a supervisor, contact the next level of management above your superior.

D. Supervisor Response

In the event that a supervisor witnesses suspicious or inappropriate behavior or abuse towards youth or receives a report of suspicious or inappropriate behavior or abuse towards youth, the supervisor must do the following:

- Interrupt the behavior

- Immediately make a report through the Company's Online Incident Reporting Center
- Report the matter to the next level of management to determine next steps

E. Organizational Response

All reports of suspicious or inappropriate behavior or abuse relating to youth will be taken seriously, responded to, and investigated. Additionally, Life Time will notify authorities as appropriate, and will strive to ensure that the rights of all involved are protected. Life Time will not retaliate against any team member who makes a report under this policy.

F. Obligation to Immediately Report Youth-to-Youth Sexual Abuse and Sexualized Behaviors

In the event that a team member sees a youth exhibit sexualized behaviors or witnesses, suspects, or receives a report of youth-to-youth sexual activity, the team member must do the following:

- Interrupt the behavior and separate the youth
- Immediately report the behavior to a supervisor and/or make a report through the Company's Online Incident Reporting Center
- Supervisors must immediately make a report through the Company's Online Incident Reporting Center and notify the next level of management to determine next steps

G. Reporting of Suspected Abuse or Neglect Under Mandatory Reporting Laws

To the extent required by state (in the U.S.) or province (in Canada) mandatory reporting laws, team members must report any suspected abuse or neglect of youth to state/provincial authorities. This document is Life Time's company policy regarding team member reporting obligations. The reporting obligations required by this policy are in addition to, and do not alter or replace, any mandatory reporting obligations the team member may have under state/province or local laws. In the event that this policy conflicts with any mandatory reporting obligations a team member has under state/province or local law, the team member is instructed to follow the applicable state/provincial or local law, and then promptly notify Life Time as set forth above. Refer to your state's or province's mandatory reporting requirements for more information.

Acknowledge and Agreement to the Required Reporter expectations

Personal Care Assistant: _____

Manager: _____

Date: _____