



OTSUKA
TOTALREWARDS

Fitness Reimbursement Program FAQ

Effective January 1, 2025

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Program Overview

What is the Otsuka Fitness Reimbursement Program?

The Otsuka Fitness Reimbursement Program allows eligible employees of Otsuka to receive up to \$112.50 in reimbursement per quarter or \$450.00 in reimbursement per calendar year for certain fitness related expenses.

The Fitness Reimbursement Program FAQ is applicable to the Otsuka companies listed in Appendix A.

Employee Eligibility & Enrollment

Who is eligible to participate in the Program?

Regular and Short-Term Employees of Otsuka who are active, regular, full-time Employee of the Company, or a part-time Employee of the Company regularly scheduled to work at least fifteen (15) to thirty (30) hours per week are eligible upon hire. Otsuka will make the determination as to the eligibility of an employee or a service using its maximum discretion permitted by law.

How do I enroll?

Employees can establish an account by selecting the “Sign In” button on the [Fitness Reimbursement Program](#) page. When prompted, please use your Microsoft login credentials to access your account.

When can I enroll? Is there a limited window or can my enrollment occur at any time?

You can enroll at any time.

I’m a new employee – when can I participate?

Eligible employees may begin to participate on their first day of employment. However, it may take up to two weeks to be able to access the [Fitness Reimbursement Program](#) to log gym visits and submit receipts for reimbursement.

If Fitness Reimbursement Customer Support says I am not appearing in their system, but believe I am eligible for the program, what should I do?

Ask the Customer Support Professional to escalate your case to the appropriate Otsuka contact for research and review.

Reimbursement Eligibility

Can I submit my fitness purchases from prior years for reimbursement?

No, purchases have to be made within the current year.

What is the maximum reimbursement?

The maximum reimbursement is up to \$112.50 per quarter (i.e., up to \$450 per calendar year), across all programs less appropriate income taxes. Reimbursement for indoor and outdoor exercise equipment and massage therapy can be made as a one-time payment in lieu of a quarterly \$112.50 installment.

If my fitness expenses during one quarter are less than \$112.50, can I roll the unused money over into the next quarter?

No, unused funds that are subject to quarterly reimbursement cannot be rolled over into the next quarter. However, you may submit expenses for unused funds that are subject to annual reimbursement up to the maximum calendar year limit. Unused funds from a calendar year cannot be rolled over into the following calendar year.

Why do income taxes have to be taken out?

Fitness reimbursement payments are considered taxable fringe benefits by the Internal Revenue Service; therefore, the appropriate payroll taxes will be withheld.

Is my family eligible to participate?

The services eligible for reimbursement under this program are intended for employee expenses only. Dependents are not eligible for reimbursement.

What fees are eligible for reimbursement?

The following categories are eligible for reimbursement with proper proof supplied:

- Gym Memberships
 - Fitness center, health club, studio, aquatic membership fees, and organized exercise program fees
 - Requirement of 6 visits by the employee per quarter
- Weight Management Programs and Apps
 - The company that offers the weight management program must include any one or a combination of the following: registered dietitians, physicians, or exercise physiologists
 - Examples include Weight Watchers, Nutrition Classes, Noom and My Fitness Pal
 - Proof of consistent participation (one time per month for each applicable quarter)
- Personal Training
 - The personal trainer must be certified by a nationally recognized organization such as ACE, AFAA, ACSM, NASM, or NSCA
 - Requirement of 3 sessions per quarter
- Group Exercise Classes
 - Exercise classes not included in a fitness center membership and led by certified instructors
 - Examples include yoga, Pilates, dance, boxing, self-defense, strength-training, core conditioning, indoor cycling, boot camp, water aerobics, and martial arts
 - Requirement of 6 classes per quarter
- Virtual Subscriptions
 - Streaming exercise, group exercise, personal training, yoga, stress management, mindfulness and meditation.
 - Requirement of 6 completed sessions/activities per quarter
 - Eligible apps must have a tracking component that can be submitted to the [Fitness Reimbursement Program](#)
- Sports League and Registration Fees
 - This may include, but is not limited to, entry fees for organized walks/runs (5k, 10k, half marathons, etc.) and fees to participate in organized sports leagues (e.g., golf, pickleball, softball, basketball, or soccer)
 - One submission per event; expense reimbursed after completion of the event
- Nutrition and Dietitian Consultation
 - Eligible services must be provided by a certified nutritionist or by a registered dietitian in the state in which he/she is licensed to practice
 - Consultation may occur in-person or through telenutrition

- **Massage Therapy**
 - Eligible services must be provided by a licensed massage therapist/provider
 - Gift cards are not eligible for reimbursement
 - Invoice should include employee name, provider name, address, phone number, service provided, and amount paid.
 - Eligible for reimbursement in one-lump sum payment, however, the reimbursement will not exceed the purchase price nor \$450 annual reimbursement maximum
- **Indoor and Outdoor Exercise Equipment**
 - Exercise equipment purchased for indoor fitness activities that promotes cardiovascular and strength training (e.g., stability balls, hand weights (dumbbells, barbells), medicine balls, exercise bands, exercise mats, kettlebells, jump ropes, BOSUs, exercise DVDs, TRX, weight benches, weight plates, treadmills, elliptical, exercise bike)
 - Exercise equipment purchased for outdoor fitness activities that promotes cardiovascular and strength training (e.g., bicycle (mountain, road, or e-bike), scooter (including electric scooter), rollerblades, skateboard (including electric skateboard), skates, kayak with oars, trekking poles, skis, tennis or squash racquets, pickleball racquets, golf clubs, safety helmets)
 - Equipment purchased for recovery from fitness activities that promotes pain or stress relief to the body or muscles
 - Wearable fitness trackers that record a person’s daily physical activity with other data relating to their fitness or health (e.g., Apple Watch, FitBit, Garmin Vivosmart, Amazfit Band, Samsung Galaxy Fit, etc.).
 - Eligible for reimbursement in one-lump sum payment, however, the reimbursement will not exceed the purchase price nor \$450 annual reimbursement maximum
 - Required to submit proof of purchase in current year

I’m already a member of a gym. Am I eligible to participate?

Regardless of whether you have just joined a gym, or you have been a member for years, you are eligible for the Fitness Reimbursement Program as long as you meet the eligibility guidelines set by Otsuka.

I’ve paid for an annual membership in a lump sum. Would these expenses be eligible for reimbursement under the plan?

For annual membership or subscription fees and purchase of pre-paid group exercise classes, you may submit the expense in a single request; however, you must prove utilization of the Eligible Service in the quarter for which you are requesting reimbursement. (For example, if you paid for an annual gym membership in full in January 2024, you may submit the expense for Q1 2024 reimbursement if you provide sufficient documentation that you have completed 6 fitness center visits in Q1 2024. However, you will only be reimbursed up to the \$112.50 quarterly limit for quarters in which this requirement is met.)

How can I take advantage of the Fitness Reimbursement gym discount program?

Visit the [Fitness Reimbursement Program](#) page to browse the 8,000 gyms that offer discounted rates. Also, be sure to take advantage of savings offered on healthy eating and weight management programs, health coaching, and fitness tracking devices.

My gym is not an approved fitness center. Can I add my gym to the approved list?

After you have created your account and elect to “start a reimbursement,” you will be able to search the list of gyms already in the system. If you still do not see your fitness center, select “Add Your Gym” to fill in your gym’s contact information, and continue with the reimbursement submission process.

I purchased fitness equipment last year, can I submit this expense for reimbursement?

No, the purchase date must be in the current year.

Reimbursement Process

What documentation is needed to process my reimbursement?

You will be asked to submit a receipt as proof of purchase. In addition, Otsuka requires that you track your activity for specific reimbursement options. To provide proof of your visits, you can:

- Upload a screenshot or scan of a gym check-in log, used class pass/punch card or attendance log; **OR**
- Use the geo-access feature. If you are within 500 feet of your gym, log onto the [Fitness Reimbursement Program](#) page and check in with your mobile device.

Where do I submit my information for reimbursement?

All supporting documentation for your request can be uploaded through your reimbursement account, which can be accessed by visiting the [Fitness Reimbursement Program](#) page.

What is the deadline to submit my reimbursement request?

Employees can submit expenses dated for the current year through January 31st of the following year. Employees must be actively employed on the Reimbursement Date to be eligible for the reimbursement.

What formats are acceptable when submitting the required documentation for reimbursement?

Supporting documentation can be uploaded in JPEG, GIF, TIFF, or PDF formats, and should not exceed 500KB.

How do I use the geo-access feature to record my visits?

The geo-access feature allows you to provide proof of visits from your mobile device. Simply log into the [Fitness Reimbursement Program](#) page and click the “CHECK IN” button when you are within 500 feet of your gym in order to have your activity recorded.

Can I submit more than one request for reimbursement – for example, one for a gym membership and another for personal training?

Yes, you can submit multiple items up to the reimbursable amount.

How can I confirm that my reimbursement has been processed?

Once you log into your reimbursement account, you will be able to view your submissions and the associated statuses.

How can I obtain a copy of the reimbursement form that I submitted?

If you need a copy of your reimbursement form, please print the document submission screen for your records.

How and when will I receive my reimbursement?

You will receive your reimbursement through Otsuka Payroll within 45 days of approval.

Reimbursement Timing

Reimbursements are processed on a monthly basis and can be submitted at any time once the requirements are met. Employees can submit expenses dated for the current year through January 31st of the following year. Employees must be actively employed on the Reimbursement Date to be eligible for the reimbursement.

Is there anything that might cause delays in receiving my reimbursement?

Providing incorrect or incomplete account information, not meeting usage requirements, and entering incorrect or incomplete information are some factors that might lead to delays or cause your reimbursement to be declined.

I created an account after the Program begin date and submitted a reimbursement request. I logged back in, and the system did not recognize me. What should I do?

For assistance with registration, please contact the Fitness Reimbursement Rewards Support Team at 800-591-9990 or via e-mail at support@huskwellness.com.

If I have questions or difficulties with submitting a reimbursement, who can I contact for support?

For assistance with reimbursement submissions, please contact the Fitness Reimbursement Rewards Support Team at 800-591-9990 or via e-mail at support@huskwellness.com.

Appendix A

Participating Companies:

- Otsuka America Pharmaceutical, Inc.
- Otsuka Pharmaceutical Development & Commercialization, Inc.
- Otsuka Precision Health, Inc.
- Jnana Therapeutics, Inc.