



New Fitness Reimbursement Program Coming January 2019!

Westlake is pleased to announce our new Fitness Reimbursement Program effective January 1, 2019. The Fitness Reimbursement Program is designed to help encourage and support a healthy lifestyle for you and your family. All employees in the U.S. and Canada are eligible to participate. Spouses who are covered as dependents under a Westlake medical plan are also eligible to participate.

Program Features

So how does the program work? You sign up for a fitness program through the local facility of your choice, pay the fees directly to the facility, and then Westlake--through our vendor WageWorks--will reimburse you for a portion of the costs. In fact, we will reimburse you for 50% of your (and your spouse's, if applicable) eligible wellness related activities, including gym membership fees, fitness classes and much more, up to a maximum reimbursement of US\$30 per person per month.

To receive reimbursement, you must file a claim with WageWorks and be an active employee at the time of reimbursement. Expenses more than six months old will not be accepted. If you pay for your fitness program on a quarterly or annual basis, you can submit your claim based on the actual amount you paid and you will be reimbursed each month the relevant amount.

Reimbursements are generally made in the month following approval of the claim. For example, if your claim is submitted and approved before January 31st, 2019, your reimbursement should be made via payroll during the month of February 2019. This program is a taxable benefit and any reimbursement paid to you will be subject to applicable taxes.

How to Submit a Claim:

1. If you have an existing account through WageWorks, please log in to your account at www.wageworks.com to submit an online claim.
2. If you are new to the WageWorks Employee Site, please go to www.wageworks.com to register and create an account.
3. You can also submit Fitness "Pay Me Back" claims using the EZ Receipts Mobile App. To learn more about the EZ Receipts App, please go to www.wageworks.com/myezreceipts.
4. WageWorks requires the following supporting documents to process a claim:
 - 1) Documentation may include a scanned receipt, credit card/bank statement, document on fitness club letterhead, or any other official documentation providing it has the (1) Employee's name, (2) name of the service provider, (3) description of service, (4) payment amount (cost), and (5) service date/period.
5. Claims can be tracked online at www.wageworks.com. You can contact WageWorks customer service at 877-924-3967 for questions on your claims.

Below is a list of eligible and ineligible expenses. If you are unsure if an activity is eligible for reimbursement, please contact WageWorks at 877-924-3967.

Eligible Expenses	Non-Eligible Expenses
Fitness Center, Club, or Studio Membership	Towel or Locker Service
Gym Membership	Fitness Games for Game Consoles
Health Center or Club Membership	Golf Lessons
Kick Boxing	Golf or Country Club Membership
Martial Arts	Tennis Club Membership
Pilates	Massage Service
CrossFit	Streaming Workout Programs
Zumba	Weight Loss Programs/Apps
Run and Race Registration Fees	Sports League Fees

If you have any questions, please contact Total Rewards at 1-800-284-0270 or benefits@westlake.com.

The Company reserves the right to modify, change, and/or terminate the policy at any time, in its sole discretion, without prior notification.