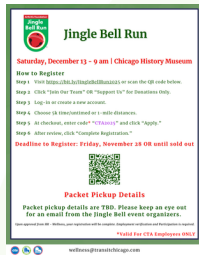


HR - Wellness Fee-Sponsored Events

Event Rules and Regulations

1) Fill out the "Event Request" Form to receive the employee specific code and/or link(s).

- Use your personal information that matches your CTA Badge.
- **Jotform** will send a confirmation email with the "Event Registration" form with details needed to register with the event organization.



2) Register for the Event with the Event Organization

- "Event Registration" Flyer is only provided by HR - Wellness after completing the "Event Request" Form (Jotform).
- **ONE registration per employee, per event.**
- Duplicates will automatically be cancelled.
- Non-employee registrations will also be cancelled.

3) Check Your Email Regularly

- Event organizations will only send TEMPORARY confirmation upon employee registration.
- **FINAL** registration confirmation will come from HR - Wellness.
- HR - Wellness will send Pre-event emails after registration closes.
- HR - Wellness will send Post-event emails after each event.



4) Pick Up Your Packet, Bib and/or Swag

- Employees are responsible for their own packet pickup directly from race or event organizations.
- For Timed Races - You will need your bib to participate in the race which you'll get at packet pickup.
- HR - Wellness swag, where applicable, must be picked up from CTA Headquarters.

5) Attend the Event

- Event Attendance is **required**.
- **Failure to attend two (2) registered events will result in loss of complimentary Employee registrations for the next 4 quarters.**
- Employees must either attend the pre-event in-person check-in OR email Wellness@transitchicago.com with proof of attendance.



HR - Wellness Fee-Sponsored Events

Event Participation and Cancellation Policy

Registrations for Fee-Sponsored Events come with the commitment to both attend and participate. Failure to attend may result in forfeiture of future registrations. We understand that unforeseen circumstances happen, but to ensure fairness to all our employees, everyone is required to cancel their registration for fee-sponsored events if they can no longer attend. To confirm attendance, sign-in at in-person check-in at the event or email Wellness@transitchicago.com within 7 days of the event with proof of attendance.

Event Participation Policy

Pre-Event Check-in

- Sign-in, in-person with an HR - Wellness Team Member at the event.

Post-Event Check-in via Email

- Email Wellness a photo of yourself at the event.
- Email Wellness your Race Time/Bib Verification or Official Race Photo directly from the race organization (races only).

Cancellation Rules

How to Cancel

- Email Wellness with registration details including Event Name.

No Penalty incurred

- Notification occurs before the HR - Wellness' registration deadline on the registration flyer.
 - Registration deadlines are typically 2 weeks prior to the day of the event.

Penalty incurred

- Late Cancellations: any cancellation after the provided deadlines, including day of event.
- No-Show: failing to attend the event or follow Event Participation Policy's Check-in process listed above.

Cancellation & Non-Participation Penalties

1st Late Cancel/1st No-Show

Employee will receive an email warning.

2nd Late Cancel/2nd No-Show

Employee's registration will be cancelled to all fee-sponsored events for the next 4 quarters/year.



HR - Wellness Fee-Sponsored Events

Penalties for Non-Employee Usage

HR - Wellness reserves the right to verify employment for all fee-sponsored event registrations that do not match the current/active employee list. Employees that register non-employees or share employee specific codes/links with non-employees (friends, family, former CTA employees or retirees) will incur penalties.

Non-employee registrations will be cancelled.

Employee Registering Non-Employees

- **First Offense**
 - A written warning will be issued via email.
- **2nd Offense**
 - The employee's registration for the current race will be cancelled.
- **3rd Offense**
 - Employee's registration for the current race will be canceled as well as any future registrations for the next four (4) quarters.
 - Employee will be referred to their manager for disciplinary action.

