

THE UNDERGROUND LAB inc.
PAYROLL POLICY AND EARNINGS ACKNOWLEDGEMENT

I, _____, do hereby acknowledge that I may be eligible for commission based on a predetermined rate scale outlined below. I understand that the commission will be paid when all requirements are met to make it a valid sale. I understand that I have 30 days from the paycheck date covering the pay period in which the sale falls to correct any issues rendering the sale non-commissionable. I further understand that commission may be pulled if a sale defaults. If I am able to save the sale within the allotted 30 days, the appropriate commission will be replaced (the correction date will be the commission date). I hereby acknowledge that the commission scale/eligibility may change with notice. I also understand that ALL commission activity ends on the day of termination regardless of the status of the sale or reason for termination.

COMPENSATION CLASSIFICATION

All Fitness Professionals are required to complete a W-4 form if they accept a position with The Underground Lab LLC for accounting purposes. Our business model is structured such that a Fitness Professional may receive any combination of the following compensation from The Underground Lab INC:

- Per session rate
- Salary
- Commission
- Hourly retail rate
- Bonus

Office Security

The last individual to leave the office at night is responsible for making certain that all doors are locked. Failure to do so will result in disciplinary action.

OUTSIDE EMPLOYMENT

Fit Pros may hold another job as long as it does not interfere with and/or compromise the Company's interests or adversely affect your job performance and ability to fulfill all responsibilities to the Company.

Payroll

Please adhere to the following procedures. It will assure that you receive your paycheck properly and timely. Everyone will be required to submit the same information format to allow consistent processing.

Pay Period One: On the 5th.

Pay Period Two: On the 20th

PROCEDURE: All Employees must use the MindBody system and have current hours/sessions/appointments. **NOTE:** Any sessions **not** on the MindBody schedule and completed will not be paid. It is in your best interest to advise your client that their contract has expired and re-sign them before giving additional training sessions.

- The Underground Lab LLC pays ONLY for completed submission.

I understand that I am an employee of the underground lab Inc performing personal training services at the rate per session below. _____ **(Initial)**

I am aware of the Due Dates for the MindBody software in order to receive an accurate and timely paycheck. I understand that it is my responsibility to follow the guidelines set forth. _____ **(Initial)**

Personal Training- Per Session Pay: \$25 Per Session (30 min block- 10 clients or less)
\$30 Per Session (10+ clients)

Hybrid Training- Per Session Pay: \$10 per head per session (4-6 clients per group)
\$15 Per Session (3 full Hybrid)

Fitness Module- Per Client Pay: \$2.25 per head per session + \$10 Base Session
Training Phase & Assisting Pay: \$20 per hour
Admin Assistant: \$15 per hour

Others _____

Services to begin: _____

Employee/Contractor Signature Date

Manager's Signature Date

Fernando Rodriguez

Print Name

Print Manager Name