

EXOS INTERN GUIDEBOOK





BRAND PURPOSE

WE EXIST TO IGNITE THE HERO IN ALL OF US

Exos is a place where people can build a successful career, enjoy life, and be part of a passionate team. Culturally, we're committed to creating an environment that feels warm and welcoming, actively inviting different points of view, backgrounds, strengths, and styles. We're also committed to ensuring everyone has the same opportunity to perform and to thrive.

OUR VALUES

Continuous improvement

We're here. Outside of our comfort zone. Why? It's where growth happens. And we're committed to progressing and continuously improving everything we do. So when a new challenge comes our way, we're ready with a game plan to drive new levels of achievement.

One team

We're a team. What elevates one, elevates us all. So we're committed to ensuring all of our teammates have ample opportunity to shine, never taking our position for granted. We welcome different viewpoints, backgrounds, strengths, and styles, knowing we're stronger and more united because of them.

Knowledge

Nerd alert! And proud of it. We're passionate about human performance, thriving on the discovery of new insights and sharing them with others to elevate their performance. Learning isn't a moment for us — it's a lifelong journey.

Humility

We're here to serve, offering our support and humbly asking for help when needed. Our sights aren't set on the spotlight. We're fueled by an enormous sense of fulfillment in helping others shine, and doing the work necessary to achieve the best results for our team and our clients.

Responsibility

Fulfilled commitments. Positive impact. We consider these our personal responsibility. Everything we do leverages the strengths of our teammates and partners to better serve our clients and help those in need. Side by side — we'll leave the world a better place.

Tenacity

To understand and upgrade lives. It's not just our purpose; it's our passion. We know the path to achieving it will be tough and riddled with obstacles. But we'll persevere, always pushing our clients forward even when they want to step back.

Respect

R-E-S-P-E-C-T. It's what we have for our teammates, clients, and partners. We meet others where they are, knowing every performer has different aspirations and abilities. It's our obligation (and our pleasure) to deeply understand those we support.

BELONGING: DIVERSITY, EQUITY, AND INCLUSION

We celebrate the diverse voices and perspectives of our team members, knowing that diversity of age, race, ethnicity, gender identity, sexual orientation, veteran status, and national origin, among other social identities, drive innovation and belonging.

We respect each team member's right to individually identify gender as male, female or nonbinary, and we are working to make our guidebook as inclusive as possible to our entire workforce by using the plural pronouns "they," "their," and "them".

At Exos, we're invested in creating an environment where teammates from all backgrounds and identities can bring their whole selves to work and pursue a fulfilling career. Our employee resource groups (ERGs) offer team members various opportunities to network, partake in cultural events, support the growth of our diverse workforce, and more.

Groups are open to team members who share the identity and lived experience of the groups as well as allies who wish to support them.

You can learn more about all things Exos as well as [our commitments to diversity, equity, and inclusion](#) on [WorkVivo](#), our internal team member engagement and communication platform.

Exos employee resource groups

- [BIPOC](#)
- [Love Wins](#)
- [The Dependables](#)
- [Womxn of Exos](#)
- [Disability Inclusion & Advocacy \(DI&A\)](#)

[Special Interest Groups](#) (SIGs) are employee-led voluntary groups that offer employees various opportunities to network internally, partake in shared interest events, and more! These groups are designed to support employees who enjoy similar activities or are interested in learning more about certain activities.

Exos special interest groups

- [Cooking Cuisine & Everything In Between](#)
- [Leadership Library](#)
- [Outdoor Warriors](#)

Social Impact

For almost 30 years, Exos has focused on human-centered coaching and wellness programming designed to help employees, athletes, military operators, and more to show up and be their best each and every day. Our signature social impact program, **Coach for Good**, is powered by our coaches (2,000+ strong) and tasked to serve our core beneficiary communities of youth, female athletes, and the military. The program funds, supports, and enables access to helping these communities get ready for the moments that matter most in their lives.

[Learn more about our Social Impact Council and Coach for Good program](#)

Exos' mission is to ignite the hero in all of us. That's why we are dedicated to funding and supporting services for three core beneficiary communities: Women Athletes, Military, and Youth. Our [Giving Policy](#) helps ensure that all Exos donations, sponsorships, company volunteer activities, and in-kind services are coordinated and aligned with our social impact strategy and business goals, maximize opportunity for corporate visibility, foster long-term business relationships, and are within our budget and resource limitations.

Our Beneficiary Communities:

Women Athletes

We are dedicated to improving the women athlete experience on and off the field with an investment in programming for collegiate-aged women athletes.

Military

From training to recovery, we are trusted along the combat journey. Our focus: access to readiness education and training for post-active duty military members.

Youth

We help youth and their coaches take a holistic approach to well-being by providing access to readiness education training.

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01

INTERNSHIP PROGRAM



Internship Overview

Intern Experience

The Exos internship experience is built on the foundation that internships are focused on learning. We want to provide all interns with a consistent opportunity to gain knowledge about Exos, our methodology and programming. We host a number of interns throughout the year at our performance institutes, employer sites, community sites and corporate headquarters.

All of our interns will have an education plan which will be delivered in different formats: in-person sessions with their intern supervisor, online trainings via Workday Learning, as well as hands-on/practical experience at their site.

Internship Periods

Most Exos internships will be offered each spring, summer & fall during the student's school semester. For our interns doing different rotations, specific dates will be discussed and confirmed with your school and preceptor.

School Requirements

Additional Forms: Some schools require their students and intern supervisors to complete additional forms throughout the internship. These could be for tracking hours, tracking performance/progress & end of internship evaluations. If your school requires any specific forms, it is your responsibility to share them with your intern supervisor or internship program manager.

Affiliation Agreements: If your school requires an affiliation agreement to be signed, please connect your advisor with internships@teamexos.com.

Contact

Any questions surrounding the program, please reach out to internships@teamexos.com

Intern Expectations

While on-site:

1. Interns are expected to arrive on time and be on the floor ready to work at the start of their assigned shift, wearing appropriate clothing
2. Interns are not to ask any personal questions to the athletes/clients that are training in the facility. This includes but is not limited to:
 - a. Taking pictures of athletes/clients/members or asking probing questions.
 - b. Fraternizing with athletes/clients/members etc on site or outside of the site
3. Interns are expected to learn and adapt to setting up and breaking down equipment before and after all classes.
4. Interns are expected to make weekly progress with their Workday Learnings in order to keep up with the weekly on-site practical education sessions with their internship supervisor.
5. Interns are expected to gain a working knowledge of the Exos training system including movement skills, lifting progressions, abbreviations, and training philosophies.
6. Interns must maintain confidentiality of all confidential information unless proper authorization is provided to disclose such information.
7. Be mindful of what content you post on social media. Do not cite or refer to our athletes/clients/members, vendors, business associates, or investors, identify them by name, or reveal any confidential information related to them without getting their written permission in advance, as well as advance permission from People Operations.
8. Interns are expected to adhere to our [IT resources and communications systems policy](#)

Education & Trainings

Workday Learning

As an intern, you will receive access to Workday on your first day. Inside your account, you will find a tab “Workday Learning” where you can access different educational modules. Please refer to this [aide](#), with more information regarding Workday Learning. You will have required trainings that will already be assigned to you + optional trainings that you can review if interested.

Please refer to your site supervisor or the internship program manager for specifics on what education courses you are required to complete. Please email internships@teamexos.com with any questions.

Required Trainings

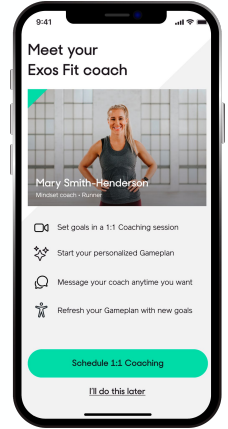
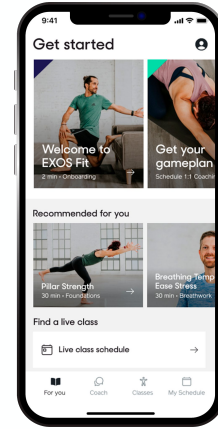
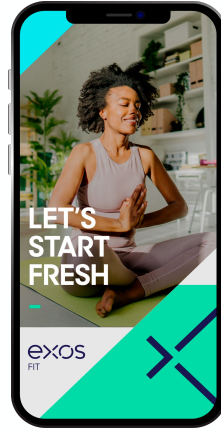
As an intern, you are required to complete the following trainings as part of your onboarding.

- **Bloodborne Pathogens (15 Min)** - In this module, you will learn to recognize typical workplace precautions in order to limit or eliminate exposure or transmission of pathogens, Occupational Safety and Health Administration (OSHA) workplace standards, and identify steps to take in the event of an exposure.
- **Slips, Trips, and Fall Prevention (15 Min)**- Interns will learn the most common causes of workplace accidents, risk factors that increase occurrence, and steps to take for prevention and workplace safety.
- **HIPAA for hybrid entities (30 min)**- In this course, interns at hybrid entities learn their responsibilities for complying with HIPAA. Through a variety of real-world examples, they learn what constitutes PHI, the rules that govern use and disclosure, the rights of individuals, standards for securing e-PHI, and how HIPAA is enforced.

Perks Available to You

Exos App

During the internship, all interns will have access to the Exos App, our virtual coaching platform. The app offers personalized guidance through virtual one-on-one coach consults, on-demand classes, Exos-developed programs, live streaming events, mindset, nutrition, movement, recovery content, and other features to help team members perform their best in all aspects of life, work, and play. Available on the [Apple Store](#) and [Google Play Store](#)



Workvivo

All interns will have access to Workvivo, our two-way, company-wide engagement platform. This is an interactive intranet that includes a people directory, peer recognition, team spaces, live event features, articles, Q&A & more.

Desktop Login:

Click on the exos.workvivo.com link and sign-up using your @i.team.exos.com email

Mobile Device Login:

Use the QR code below to download the mobile app. Once downloaded, login by searching Exos as the company and using your @i.teamexos.com email.

A blue banner for the Workvivo mobile app. It features the text "Download the Workvivo Mobile App" at the top. Below are two QR codes for downloading the app. At the bottom left are the "Download on the App Store" and "ANDROID APP ON Google play" logos. A hand is shown holding a smartphone displaying the app's interface.

Post-Internship

Getting Hired After the Internship

We hire a number of former interns as full-time employees after their internship ends. Interns will be allowed to interview for open positions with Exos after completing at least half of their internship hours. Interns interested in interviewing will be required to seek approval from their supervisor prior to applying for a position. Interns are not eligible for employment with Exos until their internship has been completed.

If you are interested in staying with Exos, check out the [Jobs Hub](#) in Workday to review all open positions. You can also view open roles on our [career site](#) as well.

If any jobs spark your attention, please reach out to internships@teamexos.com! We will get you connected with the appropriate recruiter and hiring manager.

Resume & Mock-Interviewing

If you would like your resume to be reviewed or participate in a mock-interview, please email internships@teamexos.com.

Survey

You will be sent a survey towards the end of your internship. Please be honest!



02 POLICIES

Safety

We're concerned about the safety, health, and well-being of our team members, clients, equipment, and facilities. We strive to ensure a safe workplace by providing proper equipment, training, and methods and procedures. No job is so important that we can't take time to work safely. This section is intended to provide a general overview of safety. As an intern, please adhere to the following company policies.

On-the-job injuries

If an accident or injury occurs – no matter how small – team members should notify their supervisor immediately. If applicable, follow first aid actions indicated on the material safety data sheet. For instructions on how to report an incident, please visit our [safety and accident reporting](#) site on WorkVivo.

Fire safety

It's important to know the location of exits, fire extinguishers, and emergency evaluation routes. All fire alarms must be taken seriously. If there's a fire, the safety of team members and any customers that may be in the building are the most important considerations. In the event of a fire:

- Evacuate all persons from the building.
- Meet at the designated location.
- Call the fire department.
- Use fire-extinguishing equipment if trained to do so.

Equipment maintenance and cleanliness

We expect team members to keep their work area, Exos vehicles, and any equipment and machinery they work with neat and clean. Not only will this make it a nicer workplace, it will make it a safer workplace and will help team members maintain the required quality standards. Housekeeping is the responsibility of every team member.

Team members are expected to maintain all equipment, including vehicles, in good working order and free from damage. Depending on the circumstances, in the event of loss or damage to equipment, team members may be required to participate in the replacement cost or deductible cost, as allowed by applicable law.

OSHA right to know

The OSHA Hazard Communication Standard is a federal regulation that requires employers to make team members aware of any hazardous chemicals in the workplace. Some of the best safety improvement ideas come from team members. Team members should share any suggestions for improved safety in the workplace with their supervisor.

Additional safety policies

Please review the appropriate business policies below for specific information:

- [General safety guidelines](#)
- [Children in the workplace](#)
- [Inspections to administer and enforce policy](#)
- [Tobacco-free policy](#)
- [Drug and alcohol policy](#)

Fair Labor Standards Act

(“FLSA”) FLSA BACKGROUND

The Fair Labor Standards Act (FLSA) defines the term “employ” very broadly as including to “suffer or permit to work.” Covered and non-exempt individuals who are “suffered or permitted” to work must be compensated under the law for the services they perform for an employer. Internships in the “for-profit” private sector will most often be viewed as employment, unless the test described below relating to trainees is met. Interns in the “for-profit” private sector who qualify as employees rather than trainees typically must be paid at least the minimum wage and overtime compensation for hours worked over forty in a workweek.*

There are some circumstances under which individuals who participate in “for-profit” private sector internships or training programs may do so without compensation. The Supreme Court has held that the term “suffer or permit to work” cannot be interpreted so as to make a person whose work serves only his or her own interest an employee of another who provides aid or instruction. This may apply to interns who receive training for their own educational benefit if the training meets certain criteria. The determination of whether an internship or training program meets this exclusion depends upon all of the facts and circumstances of each such program.

The following six criteria must be applied when making this determination:

1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;
2. The internship experience is for the benefit of the intern;
3. The intern does not displace regular employees, but works under close supervision of existing staff;
4. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;
5. The intern is not necessarily entitled to a job at the conclusion of the internship; and
6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

If all of the factors listed above are met, an employment relationship does not exist under the FLSA, and the Act’s minimum wage and overtime provisions do not apply to the intern. This exclusion from the definition of employment is necessarily quite narrow because the FLSA’s definition of “employ” is very broad. Some of the most commonly discussed factors for “for-profit” private sector internship programs are considered below.

For more information, please refer to this [fact sheet](#) from the Department of Labor.

Anti-harassment

We support our team members and are committed to making Exos a safe place, both physically and psychologically. Cultivating this kind of environment is vital to our success and we need you to let us know when things aren't as they should be.

No retaliation

Exos prohibits any form of retaliation against any team member for filing a bona fide complaint under this policy, for assisting in a complaint investigation, or for engaging in any other protected category as defined by law. However, if after investigating any complaint of harassment or unlawful discrimination, Exos determines that the complaint isn't bona fide and wasn't made in good faith, or that a team member has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or gave the false information.

Team members should report any retaliation to their designated people operations representative, their supervisor, or via our ethics reporting website speakup.teamexos.com. Team members may also wish to include contact information such as phone number and/or email address to report such incidents. Any report of retaliatory conduct will be investigated in a thorough and objective manner. If a report of retaliation is substantiated, appropriate disciplinary action, up to and including termination of employment, will be taken.

Additional harassment policies

Please review the appropriate harassment policies below for specific information:

- [Workplace violence prevention](#)
- [Workplace harassment](#)

Speak up

Exos is committed to the highest possible standards of openness, propriety, and accountability. In line with this commitment, we expect and want our team members or anyone else who has serious concerns about any aspect of Exos' business, to come forward and voice those concerns. However, Exos requires more than just a willingness and commitment.

Exos believes it is the responsibility of all team members to promptly report any instance of suspected or known non-compliance, or if they learn of, or are asked to participate in, an activity that could potentially violate or is suspected or known to violate any Exos policy or any law or regulation.

Exos is committed to correcting any errors, and sometimes team members addressing those errors may be the only way they will come to light so that they can be addressed. This policy makes it clear that team members can address such errors or other issues, including, but not limited to, discrimination or harassment, without fear of retaliation of any kind, provided the team member has a reasonable belief that they have made any disclosure in good faith.

All team members are encouraged to report to their designated people operations representative any conduct or activity by any department of Exos or team member that may constitute: an instance of fraud of any kind, including, but not limited to, corporate fraud or any other act of dishonesty; concerns about the quality and integrity of the Exos' accounting, auditing, and financial reporting controls and procedures and/or legal or regulatory compliance; unethical business conduct; a violation of federal, state, or local law; incidents of discrimination or harassment; or substantial and specific danger to the team member's or public's health and safety.

Team members can also report concerns through our anonymous ethics reporting line at speakup.teamexos.com or 1-800-461-9330.