

Student's Name

Instructor:

Course:

Date:

Proposal for Installation of a Gym at the Company

Internal Memo

To: The Manager, Employee Welfare

From: Student's Name

Date: October 18, 2013

Subject: Proposal for Installation of a Gym at the Company

Introduction

In the recent past, there has been an increase in the number of employees who are physically unfit and unhealthy. This is because many employees do not have adequate time for physical exercises after work. The increase in number of unfit and unhealthy workers has also become extremely costly for the organization because of increase in costs of provision of health care insurance to workers and infection of workers by diseases such as obesity that can be easily controlled through physical exercises. For example, it costs the company approximately 10,000 U.S. dollars to cater for health of workers because of reduced physical fitness. In order to help in solving this situation, I would propose that the company should start a gym which would enable workers to exercise regularly. One of the major benefits of the gym would be increased physical fitness and healthiness of workers within the company. In my view, the wellbeing of employees is a core part of business in any organization. The gym would also help the company save approximately 10,000 U.S. dollars used every year for medical expenses and health insurance of workers. The rate of employee turnover is also likely to reduce.

Problem of Physical Unfitness and Unhealthiness among Workers

The increase in number of physically unfit and unhealthy workers in the company is directly attributed to lack of physical exercise among workers. Many of the workers do not do physical exercises regularly. Physical unfitness and unhealthiness of workers affects both female and male workers equally. However, older employees in the middle-level and top-level management are the most affected. This is because they are less active as compared to younger employees. Health reports from the Human Resources Department and the company's Health Unit indicate that more than sixty seven percent of the workers in this company are physically unfit and unhealthy. Many employees have also been affected by diseases such as obesity and high blood pressure which can be controlled easily through increased physical exercises. This costs the company approximately 10,000 U.S. dollars every year. Over the past five years, the company has lost nearly 30,000 dollars due to obesity of workers. Therefore, the health of workers should be a top priority to the company.

Proposed Solution the Problem

In order to solve the problem of increased physical unfitness and unhealthiness of workers in the company, I would propose that a gym should be installed within the company. This would involve the purchase of exercise equipments such as weight machines, free weights and treadmill and recruitment of a gym instructor who would assist employees at the gym. A gym cleaner would also be employed to keep the gym hygienic and clean.

Cost of the Proposed Solution

The following table shows the related costs that would be incurred by the company when installing a gym.

Item/Activity	Cost (U.S. Dollars)
Construction of the gym premises	8,500
Annual maintenance costs	4,600
Sub-Total I	13,100
Exercise Equipments	
Treadmill	4,500
Stationery exercise bicycle	2,500
Weight machines	1,300
Free weights	1,000
Weight benches	2,500
Resistance bands	500
Mats	500
Sub-Total II	12,800
Personnel	Monthly Salary
Gym instructor	1500
Gym cleaner	1000
Sub-Total III	2500
TOTAL	28,400

The installation of the gym should commence on November 15, 2013, and would last for one and a half months so that it becomes operational as from January 1, 2014. The major milestone that should be made within the first month is purchase of all exercise equipments that would be used in the gym. This is because it is the only activity that requires heavy investment. This project would not require any follow-up steps after its implementation. However, regular

checks, repairs and maintenance services should be conducted to ensure that exercise equipments are at good state all times.

Benefits of the Proposed Solution

One of the major benefits of installing a gym within the company is improved wellbeing of employees. This would result from increased physical fitness and healthiness of workers. The employees will become more fit and healthy physically. Secondly, the company will not incur additional costs in health care insurance services for the workers. The level of productivity in the company would also increase because of higher performance of workers as a result of good physical health. This would save the company approximately 15,000 U.S. dollars every year. Employees who do physical exercises regularly are also less likely to suffer from both long – term and short-term illnesses such as obesity. The gym can also provide services to external clients who are not employees of the company hence act as an additional source of income for the company.

Conclusion

I would recommend the creation of an oversight committee that would oversee the implementation of this project and its growth and development in the future. The oversight committee should further evaluate the possibility of implementing the project and as well as convince workers on the importance of physical fitness on employee wellbeing.

I would also recommend that the company should create appropriate gym membership programs to encourage employees to exercise. For instance, employees should be given discounts on monthly and annual subscriptions. The charges should be reasonable and affordable. In addition, all employees should be allowed unlimited access to the gym. Any employee should be able to access the gym any time.

I am certain the implementation of this project will help the company save millions of dollars used every year for health insurance of workers. Other non-financial benefits such as low rates of absenteeism and turnover among employees would also be gained when this project is implemented.

For more information about this project, you can contact me through my email address studentname@gmail.com, office telephone number (+1) 23456 or personal mobile phone number (+1) 789101112.

Thank you in advance.

(Student's Signature),
Student's Name.