Eyesight Testing Policy

**Introduction**

COMPANY is committed to the provision of eyesight testing for employees who are VDU users.

**Scope**

This policy applies to all employees, both permanent and temporary, who use VDU’s for a significant part of the working day. This is defined by the Health and Safety Authority as use of VDU’s for continuous periods of more than one hour per day.

**Procedure:**

Eligible employees should contact the (JOB TITLE/HR Department) before making an appointment with (designated opticians). The company will pay (OPTICIANS) directly for this test.

Where it is deemed that glasses are required for VDU use only, the cost of standard frames will be covered. All claims must be submitted to (JOB TITLE/HR department) with all relevant receipts from your optician. In addition, COMPANY must receive confirmation from your optician stating that glasses are required for VDU use only before any payment will be made.

If it is determined that the employee requires glasses for normal day-to-day use, COMPANY will not cover this cost and staff must make their own arrangements for these and will be responsible for the full cost.

Employees will only be eligible for retesting every 2 years, except in circumstances by which an optician or doctor recommends retesting at an earlier period. Retesting will not be done automatically, but only after the employee has requested a further test.

Anybody who is found to have not followed the above procedures will not be entitled to reimbursement for any costs they may have incurred from undergoing an eye test or purchasing glasses.

**Breaches of Policy**

Any breach of this policy may be referred for disciplinary review. If an allegation under these terms is upheld it could result in Disciplinary sanction in line with the company Disciplinary Policy