

MEMO

To: MT VO / PO and GMR
 From: HR
 Date: 18 August 2015

Regarding: Health and safety equipment guidelines

I. Introduction

The Dutch Working Conditions Decree obliges Esprit Scholen to adapt its working areas to suit the employees using them if required for medical reasons.

In practice, this requirement means that employees regularly submit requests for glasses for screen use, and occasionally for other equipment too. We have provided the guidelines below to assist with requests for glasses for screen use and other health and safety equipment, based on the assumption that the company doctor has advised that such equipment is necessary.

II. Health and safety equipment guidelines

a. Glasses for screen use/computer glasses

Employees who carry out a high proportion of their work using a computer are eligible for glasses for screen use if required for medical reasons. The request procedure is as follows:

1. To determine whether or not you require glasses for screen use, you can book an appointment with the company doctor via your direct line manager;
2. If the company doctor confirms that you need glasses for screen use, you may purchase a pair of appropriate glasses to a maximum value of 100 euros. You as the employee must be able to prove that the costs for the adjustment are not covered (either fully or in part) by your own healthcare insurance. If, for medical reasons, the above amount is not sufficient to cover the cost of a pair of glasses for screen use (e.g. if more expensive lenses are required), it may be possible to deviate from this amount; the quotation must be submitted to and approved by management;
3. The invoice for the glasses can be declared via the school administration team and falls under the employment costs policy.

b. Other health and safety equipment

There are a number of other situations in which it may be necessary to adapt a working area to suit an employee. The facilities team can provide advice on such situations.

Esprit Scholen applies the following guidelines in relation to adjustments to a working area:

¹ Glasses for screen use must be obtained from a well-known chain of opticians such as Pearl or Hans Anders.

1. The equipment must be required for medical reasons, and this must have been confirmed by the company doctor;
2. The employee must be able to prove that the costs of the adjustment are not covered (either fully or in part) by his/her own healthcare insurance or any other scheme;
3. Subject to the agreement of the school management team, costs up to €500 will be covered;
4. If the costs incurred are higher than the aforementioned amount, the school directors will decide whether the costs can be reimbursed and what percentage will be reimbursed.

///. Procedure introduction

Once the GMR has approved the decision of the Executive Board, the 'Guidelines for health and safety equipment' can be published in the 'Information for (new) employees'.