

1. Introduction

This policy supports Autocraft Solutions Groups commitment to the health, safety, and wellbeing of its employees. Many employees operate display screen equipment (DSE), and under the Health and Safety (Display Screen Equipment) Regulations 1992, employees are entitled to be provided with a free eye and eyesight test by their employer providing they habitually use display screen equipment or become a habitual user for a significant part of their normal work. An employer is also required to provide further eye and eyesight tests on request at reasonably regular intervals to any employee defined as a 'user' under the above Regulations.

Autocraft Solutions Group currently partners with Specsavers for provision under this policy.

This policy does not form part of terms and conditions of employment and may be reviewed and updated at any time without notice. Any changes will be communicated as appropriate.

2. Scope

This policy applies to all Autocraft Solutions Group employees in accordance with relevant legislation.

3. Aims

This policy aims to set out the procedure for arranging eye tests and provide guidance on the Company contribution towards prescribed eye wear.

4. Procedure

Employees wishing to establish whether they are entitled to an eye and eyesight test should first discuss the matter with their Line Manager to ascertain whether they meet the criteria set out in the Health & Safety (Display Screen Equipment) Regulations.

Employees who are classed as DSE users (people who use display screen equipment for continuous periods of 1 hour or more) or will soon become DSE users in their role should book an eye and eyesight test with a reputable optician and obtain a receipt for the cost of the test. Eye tests should take place outside of an employee's working hours. If an eye test is scheduled for during working hours, employees must agree this in advance with their Line Manager and make up the time.

Employees should obtain an eyecare voucher from Human Resources. Employees will be reimbursed for the cost of the eye test up to £30 by submitting an expense claim form in accordance with usual expense claim processes accompanied by the eye test receipt. Claims without a receipt will not be paid.

Employees who are or will become DSE users are only entitled to claim for the cost of a basic eye and eyesight test. Additional checks such as 3D eye scans are not covered by this policy and will not be reimbursed.

The employee then pays for the **normal** spectacles and then may claim back 50% of the cost up to a maximum of £100. For example:

- if you purchase a pair for £200, you can claim back £100.
- If you purchase a pair for £100, you can claim back £50.

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Note: Should an individual choose to upgrade from a normal spectacle, the cost of the upgraded elements will be the responsibility of the individual.

Corrective contact lenses are not covered by this policy.

Safety glasses

For those working in operational areas that require prescription safety glasses, voucher will be issued; 2 vouchers will be issued if varifocals/bi-focal are required.

It is recommended that eye and eyesight tests are conducted every two years. If an employee who is a DSE user requires eye tests more frequently, this must be authorised by the Line Manager in consultation with Health and Safety in advance of submitting a claim.

Document History

Rev	Section	Revision Detail	Author	Approver	Issue Date
1	All	New	T Pugh	B Barr	17 September 2024