

POLICY MANUAL

SECTION: Human Resources
SUBJECT: Work Clothing
APPROVED BY: Director, Human Resources

INDEX: HR-D-20
Effective Date: March 2016
Replaces Date:

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Scope

This policy applies to all employees and is designed to maintain a consistent format for clothing provided to employees for work purposes.

Procedure

Horizon Plastics will provide employees with the right clothing apparel to complete their job functions free from harm.

Safety Shoes:

Horizon Plastics will contribute one hundred percent of the cost to a maximum of one hundred and ninety dollars (\$190.00) per year, towards the cost of safety boots for each employee who has completed his probationary period. Employees will be required to produce proof of purchase. If Safety Shoes become legitimately damaged to a point that they are un-wearable, Horizon will cover the cost for replacement boots/shoes or pay for the repair. (Damaged boots must be handed in)

Work Wear:

Horizon Plastics shall supply employees with the use of at least one set of work clothes, provided that the employee is responsible to clean such work clothes. Employees have the choice of one coverall or one set of shirt and pants.

Safety Glasses:

Horizon Plastics shall continue to supply non-prescription safety glasses where required. The employer will also make available to the employees who request them; Uvex Astrospec 3000 non-prescription safety glasses and the employer's normal issue of safety glasses. The employer will provide replacement lenses, when required, due to normal wear and tear, upon presentation of the worn lenses. On a one time basis, the employer will contribute a maximum of one hundred ninety dollars,(\$190) toward the cost of prescription safety glasses for each non-probationary employee who purchases such glasses and provides proof of purchase.