



GAE Industries  
2020 Industrial Drive West  
Libertyburg, NS 02020

Phone: 555-333-2020  
Fax: 555-333-0202

Program Administrator: Amanda Burrows  
555-333-2020 Ext: 121

## Program Guidelines

GAE Industries will provide one pair of prescription safety glasses every two years to all eligible employees. Glasses will consist of a frame, lenses, sideshields and a carrying case.

Glasses will be ordered through a local fitting center. See Fitting & Dispensing for locations of fitting centers.

GAE Industries employee is required to:

- Pick up a Shannon Optical order form at the Human Resources Department.
- Make an appointment at the fitting center to be fit for glasses.
- Bring the Shannon Optical order form to the fitting center to be fit for safety glasses.
- Return the completed Shannon Optical order form to HR.

HR will submit the completed form to Shannon Optical for processing. Upon completion, the glasses will be returned to the fitting center. The fitting center will notify the GAE Industries employee to schedule an appointment to have their glasses adjusted.

GAE Industries will cover 100% of the cost of the glasses.

Glasses damaged due to work hazards will be replaced at no charge to the employee. Prescription changes for employees before the two year eligibility period will also be replaced at no charge.

Updated: 09/29/2009