

New Employee Authority to Deduct PPE Withholding Fee Employee Sign-Off and Acceptance



All scaffolding employees are required to use a harness and lanyard whilst working at heights to build, erect and dismantle scaffold. Employees have the option of:

1. Providing their own harness and/or lanyard which will be subject to the same safety reviews and checks as company-issued PPE;
- OR
2. Being provided with a company-issued lanyard and/or harness.

If an employee elects to use a company-issued harness and/or lanyard, they are required to consent to a fee (deposit) being withheld from their wages. *The cost of a harness is \$66.00 and the cost of a twin-rope lanyard is \$185.00.* This amount will be treated like a deposit and upon termination of employment, this withholding fee will be credited to the departing employees. For Caledonia, PPE is one of the most significant costs and this process has been put in place to ensure these items are returned to the business.

Please review the below information closely and complete the remainder of this form.

Selection and Authority to Deduct

I will be:

- Providing my own harness and lanyard and thereby will not have any money deducted from my wages
- Receiving a company-issued harness and twin-rope lanyard (total cost \$250.00 which will be deducted from my first two pays in two equal instalments of \$125)
- Receiving a company-issued harness only (total cost \$66.00 which will be deducted in full from my first pay)
- Receiving a company-issued twin-rope lanyard only (total cost \$185.00 which will be deducted from my first two pays in two equal instalments of \$92.50)

Authority and Understanding

I understand and agree that:

- This above amount will be refunded to me in full upon termination of employment.
- This amount will be refunded to me regardless of the circumstances surrounding my employment including if I am terminated for serious misconduct.
- If I do not return my lanyard and harness, this deposit will not be credited to me.
- If I have selected above to provide my own harness and lanyard this authority to deduct a withholding fee does not apply to me.

Employee Name: _____

Employee Signature: _____

Employee Date: _____