

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



All scaffolding employees are required to use a company issued harness and lanyard whilst working at heights to build, erect and dismantle scaffold. These are provided to all employees through a withholding or 'deposit' scheme and will be fully refunded upon returning the working at heights equipment to Caledonia.

The cost of a *harness* and *twin-retractable lanyard* is \$550. This amount will be treated like a deposit and initially deducted from an employee's wages. Upon termination of employment, this withholding fee will be credited to the departing employee. 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.

Equipment Authority to Deduct

I confirm I will be:

- Receiving a company-issued harness and twin-retractable lanyard (total cost \$550 which will be deducted from my first three [3] weekly pays in three equal instalments of \$183.00.
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Authority and Understanding

I understand and agree that:

- This 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.

Employee Name: _____

Employee Signature: _____

Employee Date: _____