

## **Eyecare/Eyewear/Contact Lens Benefits**

ABC Eyecare offers our employees an excellent eye care plan. Employees receive vision and eye health examinations at no charge. Each employee's spouse and dependents will receive a 50% savings on professional fees.

A materials purchase benefit/discount will apply to each employee, their spouse, and/or dependents as follows:

1. Each employee is allowed:
2. One pair of personal-use prescription spectacle lenses provided by ABC Eyecare to each employee for each calendar year at no cost to the employee, and one pair of personal-use spectacle frames (sun wear frames may be substituted) provided by ABC Eyecare to each employee for each calendar year at no cost to the employee.
  - a. Maximum value is \$300 list cost. Difference is paid by employee.
  - b. One personal-use supply of contact lenses provided by ABC Eyecare to each employee for each calendar year at no cost to the employee. Specialty contact lenses, as defined by management, will be billed to employee at 50% of actual invoice cost.
3. Subsequent employee's personal-use materials will be charged at the actual invoice cost. This may include shipping cost when deemed necessary by management.
4. Employee's spouse and/or dependents personal-use materials will be charged at the actual invoice cost, plus 20% of the actual invoice cost. This may include shipping cost when deemed necessary by management.
5. No other discounts will apply to materials purchased within this program.
6. This discount does not apply to any persons not specifically identified in this document.
7. Only manufacturer's warranties will apply to materials under this benefit. No warranty or guarantee from ABC Eyecare will be applied to materials under this benefit.

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EMPLOYEE MATERIALS  
BENEFIT SAMPLE POLICY &  
EMAIL TEMPLATE

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**The protocol for request of an employee discount is as follows:**

1. Employees will use the “Employee Materials Statement” form to request approval for materials purchase discounts.
2. All materials under this benefit category will be ordered, charged, and procured by management. Under no circumstance is an employee allowed to order, charge, or procure materials for themselves, their dependents, or other employees. Employees are not allowed to negotiate materials procurement, discounts, or accept gifts from any sales representative or vendor with whom ABC Eyecare does business.
3. A copy of the original invoice will be presented concurrently.
4. This form will be used for all employee purchases without exception and must be signed and approved by management.
5. The “Employees Materials Statement” form will be used for materials that are provided at no charge by the vendor.

Any employee found to have obtained materials outside of this benefit will be subject to disciplinary action.

Samples, demonstration models, promotional items, vendor rewards, and vendor gifts are the property of ABC Eyecare and are subject to the above policy. This includes but is not limited to: medications, contact lenses, spectacle frames, sun wear frames, clothing, jewelry, display materials, accessories, etc.

This benefit is not to be combined with managed care vision plans or other savings. All other extended family members (non-dependent children, mother, father, sister, and brother who are not dependents) and friends are not entitled to this benefit.

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**Employee Materials Benefit Reminder Email:**

- ALL materials (glasses, contacts, supplies, etc.) must be approved by “Dr. Davis” BEFORE ordering, purchase, or delivery to employee.
- Use the “Davis Vision” Employee Materials Statement to formally make your request
- Once approval by “Dr. Davis” has occurred, the order will be placed at “Dr. Davis’s” direction.
- DO NOT order first, then ask later.
- DO NOT ask another supervisor or coworker. “Dr. Davis” will arrange for ordering AFTER approval has been granted.
- DO NOT take glasses, sunglasses, or contact from stock before you receive approval.
- DO NOT intercept a delivery of new products and take or set aside any products.

If you are ready to use your Employee Materials Benefit, the first and only step you should take is to make the request to “Dr. Davis” using the “Davis Vision” Employee Materials Statement. If you are unsure how to proceed, ask “Dr. Davis”.