

# External Referral Program

## Purpose

At Petco, we recognize the importance of attracting and retaining top talent to sustain our competitive edge in the dynamic marketplace. By offering a one-time payment for Veterinary referrals made by individuals who are not affiliated with Petco, we aim to expand our talent pool, access a broader range of potential candidates, and tap into diverse skill sets and perspectives.

## I. Objective

Petco's External Referral Program (the "Program") has been established to support Petco in attracting, recruiting, and retaining exceptional talent for specific qualifying Veterinary positions within the organization. This one-time referral payment program is exclusively available to individuals who are not affiliated with Petco, providing them with an opportunity to contribute to our talent acquisition efforts. This policy is effective July 1, 2023. Participation in the External Referral Program is completely voluntary.

## II. Program Requirements

To be eligible to participate in the Program, and be eligible to receive a one-time referral payment, the following requirements must be met. Petco reserves the sole right to determine if a Referrer or Referral Candidate satisfies the eligibility requirements or whether paying a referral payment would create a conflict of interest.

### a) Referrer Eligibility

- i. The Referrer is not a current or former Petco employee
- ii. The Referrer is not a contractor, consultant, temporary worker, intern, extern, or currently receiving payments for work performed at Petco
- iii. The Referrer cannot have any employment association or consultancy relationship with a 3<sup>rd</sup> party agency that Petco is in contract with
- iv. The Referrer must be an individual, over the age of 18, and a legal resident of the United States
- v. The Referral Candidate has not already been referred by someone else or has not been an active and known candidate for at least 6 months
- vi. The Referrer cannot be a business entity
- vii. The Referrer cannot refer themselves
- viii. Payment to the Referrer does not create a conflict of interest

### b) Referral Candidate Eligibility

- i. The Referral Candidate is not a current or former Petco employee
- ii. The Referral Candidate is not a current or former contractor, consultant, temporary worker, intern, extern, or currently receiving payments for work performed at Petco
- iii. The Referral Candidate has not applied for employment or entered a contract to work at Petco within twelve (12) months of the referral submission
- iv. The Referral Candidate must remain actively employed and in good standing for 90-days after the date of hire

- v. The Referral Candidate must identify and list the Referrer in their application for employment

- c) **Submission of the Referral**

All referrals must be submitted through the [External Referral Program](#) form with all required information prior to candidate outreach made by any Petco Talent Advisors. Any other forms of referrals will not be eligible for the Program. Referrals are considered active for 12-months after the referral is made. If no hire has been made within 12-months from the date of submission, the referral will expire. After three referrals have been submitted, any additional submissions must be pre-approved by a Petco Talent Advisor. From the date of submission, the referral will expire.

### **III. Qualifying Positions**

All positions that require a Doctor of Veterinary Medicine (DVM) degree from an AVMA-accredited veterinary school and an active DVM license without contingencies and all Hospital Veterinary Technician positions are considered qualifying positions under the purpose of this program. Refer to section IV of this document for payment structure of each role referral payment amount.

### **IV. Payment Structure**

If the Program Requirements (section II and III) are met and a candidate is referred then hired into a Qualifying Position (section III), the Referrer is eligible to receive the following amounts if the Referral Candidate remains actively employed and in good standing for 90-days after the date of hire.

Full-time Veterinarian - \$5,000 External Referral Award

Part-time Veterinarian - \$2,500 External Referral Award

Full-time Licensed Veterinary Technicians - \$1,000 External Referral Award

To receive payment, the referrer must meet all eligibility criteria, complete, and return to Petco a current [W-9 Form](#). Payment will be made within sixty (60) days after the Referral Candidate completes the 90-day requirement above and all the required paperwork is submitted. The payment is made pre-tax and the external referrer is solely responsible for paying all local, state, and federal taxes on any payments received from Petco as part of the External Referral Program. For questions related to payment eligibility or status, please email [Talent@Petco.com](mailto:Talent@Petco.com) for assistance.

### **V. General Rules**

The External Referral Program is voluntary and participating in the program does not create an employment or contractual relationship between the Referrer and Petco. Participating in the External Referral Program is not a guarantee of a referral payment. The Referrer's efforts in referring candidates should be limited to connecting Petco with their network of veterinarians, friends, classmates, relatives, colleagues, and acquaintances as part of their social activities and it is not expected to take a significant amount of time. Petco retains the sole discretion to decide to continue the referral program, change it, or cease the program at any time, with or without notice. The program shall be interpreted, construed, governed, and enforced in accordance with the laws of the State of Delaware. Petco is an equal opportunity employer and all referred candidates will be considered without regard to the candidate's age 40 and over, color, disability, gender identity, genetic information, military or veteran status, national origin, race, religion, sex, sexual orientation or any other applicable status protected by state or local law.