

**Mosaic Veterinary Partners' External Referral Program**

At Mosaic Veterinary Partners Ltd. (“**Mosaic**”), we are always striving to come up with creative ideas to expand and engage with our talent community – and we think you’ll like this one.

If you are not an existing Mosaic employee, our external referral program (the “**Referral Program**”) provides an opportunity for you to receive a Referral Payment of up to **\$5,000** by referring someone who we successfully hire into a Doctor of Veterinary Medicine role.

Please read our Terms & Conditions to confirm both you and your referral are eligible to participate.

**Terms and Conditions**

By submitting a candidate (the “**Referral Candidate**”) through the Referral Program, you (the “**Referrer**”) are agreeing to the terms and conditions outlined herein (the “**Agreement**”):

A) Eligible Jobs:

The Eligible Jobs and associated Referral Payment is as follows.

<b>Eligible Job(s)</b>	<b>Referral Payment</b>
Doctor of Veterinary Medicine (DVM)	\$5,000 CAD

Please note that the determination of an Eligible Job is at the sole discretion of Mosaic.

B) Payment:

Subject to the requirements set forth in Section B.3, Mosaic shall pay the Referrer the Referral Payment in two separate installments as follows:

1. **First Installment:** 50% of the Referral Payment will be paid within 30 business days from the completion of the following:
  - i. Referral Candidate completes 60 calendar days of continuous employment with Mosaic in the Eligible Job for which the Referral Candidate was hired as part of the Referral Program;
  - ii. The Referral Candidate’s employment has and continues to be in good standing with Mosaic, as determined by Mosaic in its sole discretion;
  - iii. Mosaic has received all the required paperwork from Referrer; and
  - iv. Mosaic has completed its internal validation process to ensure full compliance under the Agreement.
2. **Second Installment:** The remaining 50% of the Referral Payment will be paid within 30 business days from completion of the following:
  - i. the Referral Candidate completes 12 months of continuous employment with Mosaic in the Eligible Job for which the Referral Candidate was hired as part of the Referral Program; and
  - ii. The Referral Candidate’s employment has and continues to be in good standing with Mosaic, as determined by Mosaic in its sole discretion.
3. In addition to the above, the following requirements must be fully satisfied, as determined by Mosaic in its sole discretion, prior to the payment of any amount of the Referral Payment:

- i. The Referrer strictly complied with the processes and requirements outlined in this Agreement and as otherwise required by Mosaic;
- ii. The Referral Candidate is eligible for the Referral Program pursuant to Section C.1 contained in this Agreement;
- iii. The Referrer is eligible for the Referral Program pursuant to Section C.2 contained in this Agreement;
- iv. The Referral Candidate was not previously referred to Mosaic by any person;
- v. The Referral Candidate expressly acknowledges to Mosaic that the Referrer referred the Referral Candidate to Mosaic; and
- vi. The Referral Candidate is hired into an Eligible Job within 12 months of the Referrer's initial submission of the Referral Candidate to the Referral Program.

C) Program Requirements:

1. **Eligibility requirements of the Referrer:** To participate in the Program and be eligible for the Referral Payment the Referrer must satisfy, as determined by Mosaic in its sole discretion, each of the following requirements:
  - i. The Referrer must be an individual (and not a business entity), who is at least 18 years of age, and a legal resident of Canada or the United States;
  - ii. The Referrer cannot be currently employed by Mosaic;
  - iii. The Referrer cannot be employed by organizations that Mosaic is contractually or legally prohibited from providing the Referral Payment;
  - iv. The Referrer cannot be a Mosaic retiree or employed by Mosaic within the past twelve (12) months of submitting the Referral Candidate;
  - v. The Referral Payment would not create an actual or apparent conflict of interest, as determined by Mosaic in its sole discretion; and
  - vi. The Referrer cannot be associated with, employed by, or a consultant of a staffing or recruiting agency or third-party to whom Mosaic would be contractually obligated to pay a fee for the hiring of the Referral Candidate.
2. **Eligibility Requirements of the Referral Candidate:** For the Referrer to be eligible for the Referral Payment, the Referral Candidate must satisfy, as determined by Mosaic in its sole discretion, each of the following requirements:
  - i. The Referrer cannot be the same individual as the Referral Candidate (i.e., a self-referral);
  - ii. The Referral Candidate cannot be a current employee or employed at any time within the last 12 months by Mosaic or any of its affiliates or subsidiaries;
  - iii. The Referral Candidate has not been referred by another person within the last 12 months pursuant to the terms of under this Agreement;
  - iv. The Referral Candidate has not applied for employment or contract work at Mosaic within 120 calendar days of the Referrer's initial submission of the Referral Candidate;
  - v. The Referral Candidate is not currently engaged with Mosaic regarding potential employment for an Eligible Job or otherwise; and
  - vi. The Referral Candidate is not currently or within the previous 12 months a contractor or locum, employee, consultant, or intern/student of Mosaic.

D) Submission Process

1. The Referrer must fill out an External Referral Form and email the form to [hr@mosaicvet.com](mailto:hr@mosaicvet.com).
2. The Referrer may only submit one Referral Candidate per submission.

3. The Referrer must submit the following information at the time of submission of the Referral Candidate:
  - i. Referrer's full legal name, e-mail address, and telephone number.
  - ii. The Referral Candidate's full legal name, e-mail address, and telephone number.
  - iii. The Referrer's relationship with the Referral Candidate.
  - iv. The applicable Eligible Job that the Referral Candidate will be applying.
  - v. Acknowledgment by the Referrer that he or she is eligible to participate in this Program and has reviewed these Terms and Conditions.

Referral Candidates must be submitted in strict conformance with the processes outlined in this Agreement. Failure to do so will result in the ineligibility of the Referrer and Referral Candidate.

E) Additional Terms and Conditions:

1. The Referrer shall not make any representations or warranties on Mosaic's behalf concerning the Referral Program or subject matters addressed in this Agreement.
2. Participating in this Referral Program does not create an employment or contractual relationship between Mosaic and the Referrer for any purposes not expressly set forth in this Agreement.
3. In the event one or more person refers the same Referral Candidate for a Program-Qualifying Position, the applicable Referral Payment will be made to the first referrer (internal or external) who referred the Referral Candidate, as determined by Mosaic in its sole discretion, consistent with the terms and conditions of this Agreement.
4. All Referral Candidates will undergo Mosaic's standard hiring process. Mosaic is under no obligation to interview or process the Referral Candidate.
5. Referral Candidates who qualify for the Referral Program may be considered for Eligible Jobs for 12 months from the date of their submission to the Referral Program. After 12 months, and if the Referral Candidate has not been chosen for a Eligible Jobs during this time period, the referral will expire and the Referral Candidate may be resubmitted by a Referrer to the Referral Program for consideration for an available Eligible Jobs.
6. All referral payments Mosaic makes as part of the Referral Program are paid pre-tax. The Referrer is solely responsible for paying all applicable local, provincial, and federal taxes on any payment received from Mosaic as part of the Referral Program.
7. The referrer must provide their Social Insurance Number/Program Account Number and Mailing Address once the Referral Candidate is hired in order to receive payment and a T4A slip. Mosaic will fulfill all requirements to protect, collect, use, disclose, and retain personal information as dictated by the Personal Information Protection Act.
8. The Program is effective August 15, 2022 through an indefinite period. Changes and refinements to the Referral Program will be initiated as needed in the sole discretion of Mosaic. The terms and conditions of this Agreement are subject to change, suspension or termination at any time and in Mosaic's sole discretion, without prior notice to the Referrer.
9. This Agreement is governed by Alberta law. Any disputes arising from or concerning this Agreement shall be heard in a court of competent jurisdiction in the City of Calgary.
10. The Referrer expressly agrees that Mosaic's total liability under this Agreement for any cause of action, whether at law or in equity, arising from or relating to this Agreement is limited to \$5,000. The Referrer further agrees Mosaic shall not be liable for any incidental or consequential damages arising from or relating to the Program or the subject matter of this Agreement.



**Mosaic Veterinary Partners' External Referral Form**

**Referring Employee Information**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email address: \_\_\_\_\_  
Date: \_\_\_\_\_

**Referral Information**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email address: \_\_\_\_\_

Relationship to the Referrer: \_\_\_\_\_

Role Being Referred to: \_\_\_\_\_

In a few sentences, please explain why you believe this person is a good fit for the aforementioned role:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I acknowledge that I have read and accept the terms and conditions of Mosaic Veterinary Partners' External Referral Program.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date