**Veeve Employee Policy Handbook**

Introduction

As an employer, Veeve is mindful of the need to ensure that all employees are treated equally and fairly. Like any successful company, we have standards of conduct, which must be followed and, with this in mind this Policy Handbook has been created to help you understand more about the business, your role within it and our policies and procedures to ensure fair treatment for all. We would ask that you read the handbook to familiarise yourself with how the Company expects you to conduct yourself. If there is anything that you do not understand, please ask your Line Manager. This handbook applies to all Veeve employees.

We hope that you enjoy your time with us, and make the most of the opportunities and challenges that we face together. We wish you a successful and happy career with Veeve.

This Handbook supersedes any previous handbook or unwritten policies. In order that Veeve may respond to changing business conditions, the Company reserves the right to change, revise or remove any of the provisions contained in this Handbook from time to time. You will be advised of any material change in writing at least one month prior to the change being made. Any other amendments will be incorporated into the appropriate section of this Handbook, which will periodically be updated as necessary.