**VEEVE References Policy (Policy on providing and requesting references)**

The following policy sets out the Veeve’s position regarding giving and requesting references.

Responsibilities

All reference requests received for current or former employees should be forwarded to Finance who will respond in writing. It is also Finance’s responsibility to apply for references on the Company’s behalf.

Giving references

All information provided in a reference should be based on fact and should be capable of independent verification. As a guide, references should be fair, balanced, accurate and not give a misleading overall impression of the employee.

Referees should be very cautious about giving any subjective opinion about an individual's performance, conduct or suitability that they cannot substantiate with factual evidence.

The Company’s policy on providing references is that factual information only shall be disclosed. This includes the following: dates of employment, job title, salary, responsibilities and amount of paternity leave taken.

It is not the Company’s policy to give verbal references. If any request is made to anyone in the Company other than the designated person, the request should be referred to Finance.

Requesting references

The Company’s policy is that any offer of employment should be conditional upon receipt of two satisfactory references. One reference should be from the candidate’s current or most recent employer.

It is unlawful for questions to be asked regarding a candidate’s health prior to an offer of employment being made. This includes questions regarding a candidate’s sickness absence record.

If a reference is deemed to be unsatisfactory for any reason, guidance should be sought from Finance on the most appropriate course of action.