



1. **Purpose.** This Policy establishes requirements for responding to subpoenas that are served at the veterinary clinic/pet center.
2. **Effective Date.** November 11, 2024.
3. **Scope.** This Policy applies to all employees.
4. **Policy.**
 - 4.1 **Documents.** This Policy applies to all subpoenas served on or sent to (via email, mail, fax, etc.) a veterinary clinic/pet center that requests testimony and/or production of various types of documents, including but not limited to payroll records, personnel files, video footage, payment records and patient records ("Documents").
 - 4.2 **Production of Documents.** When a subpoena is received, it should be immediately acknowledged and directed to the company's legal department at Legal@DestPet.com. Prompt action is essential to avoid missing deadlines; however, no Documents should be produced without approval from the legal department. The legal department will review the subpoena and determine the validity and scope of the subpoena. The legal department will reach out to HR, Payroll IT, or any relevant department to collect the relevant documents. The legal department will also review the Documents and determine if privileged or sensitive information is contained in any of the Documents and handle the situation accordingly (redacting and/or producing privilege log). The legal department or a designee will assemble and deliver the Documents in the format requested by the subpoena within the designated timeframe.
 - 4.3 **Affidavits.** If it is required that an affidavit be signed along with the production of information or documents, the custodian of the requested Documents, shall be responsible for signing the affidavit and getting it notarized and returned to the legal department.
 - 4.4 **Confidentiality.** All Subpoena requests shall remain confidential and shared only with the legal department and those involved with the collection of relevant and responsive Documents.