



EMPLOYEE INFORMATION AND POLICY ACKNOWLEDGEMENT

Please verify your understanding and agreement with the following employee and benefits information:

- I have received a copy of the [VetCor Employee Handbook](#) and agree to abide by its contents.
- I will monitor and abide by employer and OSHA safety and health rules and regulations, including hospital procedures related to Fire Prevention, Emergency Action Plans, Hazardous Materials, Emergency Evacuation, Radiology Safety, and proper Animal Restraint.
- I have read and understand VetCor's protocols, rules and policies regarding the handling, storage, and dispensing of Controlled Substances, and I agree to fully comply with such protocols, rules, and policies.
- I understand that as a condition of hiring and/or continued employment, I must report to the Legal Department any past or future: i) conviction, guilty plea, or no contest plea to a felony crime ; ii) any negative action of a veterinary medical board or licensing authority; or iii) any loss or suspension of customary license(s) or accreditation(s) relative to my veterinary position.
- I recognize that I am encouraged while employed by VetCor to report any unsafe working conditions, illegal acts, gross violations of company policy or conflicts of interest, inappropriate management practices, or acts that of harassment, harm or discrimination toward coworkers, clients, or patients. I also understand that VetCor offers a 3rd party anonymous hotline if I prefer not to report such issues to my supervisor(s) or directly to the Legal Department.
 - I am not presently aware of any such conditions or violations above (and further described in the Employee Handbook) within my workplace, nor of any that have been reported to my supervisor(s) without proper investigation or response by VetCor.
- I have received enrollment information and materials for the medical and dental insurance plans available to full-time employees. (Note: eligible employees may enroll when hired, during the once/year annual enrollment period, or at other time if life circumstances change as outlined within the Employee Handbook.)
- I have received enrollment information and materials for the VetCor 401(k) retirement plan administered by MassMutual. (Note: new hires will receive material directly from MassMutual within the first 90 days of employment.)