

Purpose

Pandora recognizes the positive impact pets have on overall wellbeing, mental health, and work-life balance. The Pet Adoption Assistance Program is designed to support employees in providing a loving home to a cat or dog through adoption.

Eligibility

Employees are eligible to participate in this program if they:

- Are active full-time or part-time employees
- Have completed at least 6 months of continuous employment at the time of adoption
- Are in good standing with the company

Benefit Overview

- Pandora will provide a \$250 reimbursement, which will be grossed up to offset applicable taxes
- The reimbursement is intended to cover qualified adoption-related expenses
- The benefit is available:
 - Once per calendar year, up to a maximum of 3 times over the course of employment with Pandora

Eligible Expenses

Reimbursement applies to reasonable and customary costs directly associated with adopting a pet, including:

- Adoption or rescue organization fees
- Spay/neuter costs (if part of adoption process)
- Required vaccinations at time of adoption
- Licensing fees

Note: Ongoing or post-adoption costs (e.g., food, grooming, toys, pet insurance, routine vet care) are not eligible.

Eligible Animals

- Cats and dogs adopted through:
 - Licensed shelters
 - Rescue organizations
 - Accredited adoption agencies

Exclusions:

- Purchases from breeders or pet stores
- Informal/private party adoptions without verified documentation

How to Request Reimbursement

To receive reimbursement, employees must:

1. Submit a request via Zendesk ticketing system
2. Include required documentation:
 - Proof of adoption (e.g., adoption agreement or certificate)
 - Itemized receipt(s) showing eligible expenses
 - Date of adoption
3. Submit within 90 days of the adoption date

Payment Details

- Approved reimbursements will be processed through payroll
- Payments will be grossed up and subject to applicable tax reporting
- Employees are responsible for any tax implications beyond the gross-up

Additional Support for Pet Parents

To further support employees welcoming a new pet, Pandora offers access to pet insurance through Wagmo

- Coverage is 100% employee-paid
- Helps offset costs for, unexpected vet visits and Preventive care (depending on plan)
- Enrollment details are available through the Pandora Benefits, Crafted Care site

This optional benefit provides added peace of mind as you adjust to life with your new companion.

Program Guidelines & Administration

- The program is administered by HR / Total Rewards
- Pandora reserves the right to:
 - Request additional documentation if needed
 - Deny requests that do not meet policy criteria
 - Modify or discontinue the program at any time

Important Considerations

- This benefit is intended to support responsible pet adoption
- Employees are encouraged to consider the long-term commitment of pet ownership before applying
- Any misuse or falsification of documentation may result in disciplinary action