

## REFERRAL FORM

The Bicester Village referral scheme is managed and operated by Value Retail Management (Bicester Village) Limited ("VRMBV").

This referral scheme shall operate between 4 August 2017 until 31 October 2017.

### STEP 1 REFERRER CONFIRMATION

Referrer Name:  
Employer of Referrer:  
Referrer email address:  
Referrer telephone number:

Referrer Signature .....  
Date.....

I confirm that I have put forward the Referred (below) for a position at a boutique at Bicester Village. I acknowledge and agree to the VRMBV referral scheme terms and conditions. I hereby agree to VRMBV using and storing the information I supply for the administration of the referral scheme.

### STEP 2 REFERRED CONFIRMATION

Referred Name:  
Referred email address:  
Referred telephone number:

Referred Signature .....  
Date.....

I confirm that I have been put forward the by Referrer (above) for a position at a boutique at Bicester Village. I acknowledge and agree to the VRMBV referral scheme terms and conditions. I hereby agree to VRMBV using and storing the information I supply for the administration of the referral scheme.

### STEP 3 DELIVER TO BICESTER VILLAGE RECEPTION

Signature of receptionist.....  
Date of receipt.....

### STEP 4 STORE MANAGER CONFIRMATION

Name of Store Manager .....  
Employer of Store Manager .....  
Role of Referred.....

Signature of Store Manager .....  
Date .....

I confirm that the Referred (above) has been employed in the Role (above) for a continuous period of at least 3 months and was interviewed for the Role between 4 August 2017 and 31 October 2017.

I acknowledge and agree to the VRMBV referral scheme terms and conditions. I hereby agree to VRMBV using and storing the information I supply for the administration of the referral scheme.

## Bicester Village – Staff Referral Scheme

### Terms and Conditions

#### 1. General

- A. The staff referral scheme (the “**Referral Scheme**”) is operated by Value Retail Management (Bicester Village) Limited (registered number 02884096) (“**VRMBV**”) whose registered office is at Management Suite, Bicester Village, 50 Pingle Drive, Bicester, Oxfordshire, OX26 6WD, United Kingdom.
- B. This Referral Scheme shall operate from 4 August 2017 until 31 October 2017 (the “**Referral Period**”). Interviews must take place during the Referral Period. Any referrals made outside the Referral Period will not be eligible for a reward under the Referral Scheme.

#### 2. Definitions and Interpretation

For the purposes of these terms and conditions, the following definitions apply:

“**Eligible Employer**” means any of: (i) VRMBV; (ii) Value Retail Plc; and (iii) the companies operating, from time to time, the boutiques at Bicester Village;

“**Management Level Employee**” means all positions from supervisor upwards (supervisor, floor manager, assistant manager, Store Manager or similar) which involves people management;

“**Non-Management Level Employee**” means all positions at sales assistant level or less (sales assistant, stock assistant, cashier or similar (not involving people management));

“**Referral Form**” means the referral form overleaf to be completed by each of the following: (i) the Referrer; (ii) the Referred; and (iii) the Store Manager;

“**Referred**” means any individual who (i) is referred, by a Referrer, for employment with a company operating a boutique at Bicester Village; (ii) obtains successful employment with a boutique at Bicester Village; and (iii) has not been employed at a Bicester Village boutique during the 12 months prior to the Referral Period;

“**Referrer**” means any UK employee of an Eligible Employer who makes a referral, of a Referred individual, in accordance with and subject to these terms and conditions;

“**Reward**” means a £100 Bicester Village gift card available for non-management level referrals OR a £300 Bicester Village gift card available for management level referrals (as further described in paragraph 3); and

“**Store Manager**” means the store manager of the Bicester Village boutique which hires the Referred.

#### 3. Eligibility and Referral Scheme

- A. The Referral Scheme is open to UK employees of an Eligible Employer.
- B. To be eligible for the Reward, the following process must be followed:
  - i. Prior to the offer of employment of the Referred, the Referrer must sign the Referral Form confirming his or her referral of the proposed new member of staff to work for a Bicester Village boutique;
  - ii. On starting his/her employment with a Bicester Village boutique, the Referred must then sign the Referral Form confirming his/her successful employment by a Bicester Village boutique;
  - iii. After the Referred commences (the latest 1 week after commencing) his/her employment at a Bicester Village boutique, the Referrer must submit the Referral Form (overleaf) to Bicester Village Reception;
  - iv. The Referrer must contact VRMBV by emailing [villagecareers@bicestervillage.com](mailto:villagecareers@bicestervillage.com) or visiting the Bicester Village reception, after the Referred has been in continuous employment for at least 3 months, at a Bicester Village boutique, in order to claim the Reward;
  - v. VRMBV will contact the Referred’s Store Manager, to obtain confirmation that the 3 month employment period has expired and obtain the Referred’s Store Manager signature of the Referral Form.
- C. On completion of stages B (i) to (v), the Referrer will be notified by VRMBV of his/her eligibility for the Reward and instructions on collection of the Reward.

#### 4. The Reward

- A. Each Referrer who makes a successful referral in accordance with the process at paragraphs B (i) to (v) is eligible for either, at VRMBV’s discretion:
  - i. One Bicester Village gift card worth £100, if the Referred is a Non-Management Level employee of a Bicester Village boutique; or

- ii. One Bicester Village gift card of £300, if the Referred is a Management Level employee of a Bicester Village boutique.
- B. Additional gift card terms and conditions apply and they will be provided to the Referrer with the gift card.

## **5. Miscellaneous**

- A. The right to benefit from the Referral Scheme is personal to the Referrer and cannot be transferred.
- B. The Referrer can refer up to a maximum of 5 individuals only during the Referral Period.
- C. VRMBV will not be liable to the Referrer or the Referred for any financial loss arising out of refusal, cancellation or withdrawal of the Referral Scheme and/or Reward, or any failure or inability of the Referrer to take advantage of this Referral Scheme and/or Reward.
- D. The Referrer's participation indicates their agreement to be bound by these terms and conditions.
- E. VRMBV reserves the right to amend, withdraw or cancel the Referral Scheme and/or Reward for any reason, at any time, without giving prior notice.
- F. VRMBV reserves the right to amend these terms and conditions, at any time, without prior notice.
- G. The Referrer, Referred and Store Manager agree to act honestly, fairly and not to provide false or misleading information. VRMBV reserves the right to disqualify any person from the Referral Scheme who violates these terms and conditions.
- H. By participating in this Referral Scheme and by signing the Referral Form, the Referrer, Referred and Store Manager each acknowledge and agree to VRMBV using and storing his/her information for the administration of the Referral Scheme. The information the Referrer, Referred and Store Manager each supplies, in connection with the Referral Scheme, shall be stored in accordance with the Bicester Village privacy policy. For more information please review the privacy policy at <https://www.bicestervillage.com/en/footer/legal/privacy-policy/>. Alternatively, contact Value Retail Management (Bicester Village) Limited at Management Suite, 50 Pingle Drive, Bicester, Oxfordshire, OX26 6WD, +44 (0) 1869 323200, [legal@BicesterVillage.com](mailto:legal@BicesterVillage.com).
- I. If any of the Referrer, Referred or Store Manager wishes to withdraw consent to the use and storage of his/her information, the Referrer, Referred or Store Manager must notify VRMBV and VRMBV will stop this use and withdraw the Referrer, Referred or Store Manager (as relevant) from the Referral Scheme.
- J. These terms and conditions shall be governed by English Law and participants submit to the exclusive jurisdiction of the English courts.