

Document → Patmos Handbook 2.22.24

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Jon Scheaffer

Feb 23, 2024

Signed

by Jon Scheaffer

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Patmos Hosting

Employee --- Handbook

Welcome to Patmos Hosting, Inc.

Patmos Hosting adopted its name from the island of Patmos which was a place of exile. Thousands of years ago, a certain man's message was deemed by the authorities to be too dangerous for public consumption. He was sent to Patmos in an attempt to be silenced. Patmos was made famous as the original refuge for the deplatformed. The island was intended to be a place where ideas were silenced. Instead, ideas were protected and amplified. In founding Patmos (the "Company"), we fulfilled a need to provide refuge for the digital exile. Besides making the internet a freer place for voices of all kinds, Patmos exists to provide comprehensive cloud and software solutions in a simple way.

Every employee is a valuable part of the team and contributes to the success of Patmos projects. Every person makes a difference and it is Patmos' goal to provide a safe environment where employees can do their best work. Patmos strives to uphold the true, good, and beautiful in all that it does, while at the same time making sure the people of Patmos enjoy each other and themselves along the way.

Patmos is rooted in four core values: ***Freedom, Humility, Simplicity, and Grit.***

Freedom. Patmos strives every day to make its clients more and more free from threats of deplatforming because we believe that ideas (regardless of whether or not we agree with them – but within the bounds of civility and the law) have a right to be heard. Just as Patmos' clients are free from deplatforming on the island, its team members are free to be excellent. Patmos values freedom in its work culture because it makes for happier team members and a better product for its clients. Patmos employees are free to work, free to fail (within reason!), free to speak their minds to anyone, free to enjoy life beyond work, and free to thrive.

Humility. A spirit of humility is at the heart of all work at Patmos. Patmos believes technology should be at the service of the human person, not the other way around. While competitors develop technology that seeks to dominate and commodify the human in all of his or her transcendence, Patmos must always chart an opposite course. Patmos does so by promoting technological solutions that are precisely ancillary, and not substitutional, to the human good. Just as technology should serve humans, humans should also serve humans.

At Patmos, a spirit of humility must define the way individuals work together: at the service of others, and with a sense of respect for the people in our paths. Humility is precisely not a spirit of weakness or pusillanimity. It is a habitual realization of the truth of the human person.

Simplicity. Simplicity is the best measure of a beautiful thing. And simplicity is the best way for an idea to be conveyed. From our marketing material to its services' ease of use, to the way we communicate with team members – a spirit of simplicity will propel Patmos to great heights and grow a beautiful company. Only things which are fundamentally simple have the power to grow: from life which begins in a single cell, to ideas which are communicated 'virally' to the extent that they are universally intelligible. Simplicity will guide and magnify our work.

Grit. Grit is a virtue which enables us to accomplish good things even through difficulty. Grit propels us through periods of dryness and long suffering for the sake of a worthy end. Seemingly unsolvable problems? Difficult clients? Challenges that just seem too big? These are no match for a spirit of grit. We will fight through any obstacle together to accomplish our goals. We are willing to get our hands dirty when needed. And we are willing to trust the help of our teammates. Grit is a great equalizer. There is no task too messy for any executive to tackle, and there is no question too lofty for an intern to ask.

As you work to infuse your time with Patmos with these principles, know that one of the things that makes Patmos's team great is you. Patmos's team might be small, but it is strong because each of its team members place themselves at the service of this great mission every day. Patmos hopes you'll find yourself as a treasured and invaluable citizen of the island. Patmos is happy to have you as part of its team, and looks forward to building great things together.

At your service,
John Johnson
Founder and CEO

Welcome to the Island!

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About this handbook.

Introduction

This Employee Handbook is a compilation of personnel policies, practices, and procedures in effect at Patmos as of 11/01/2023.

The Employee Handbook is designed to introduce you to our Company, familiarize you with Company policies, provide general guidelines on work rules, benefits and other issues related to your employment, and help answer many of the questions that may arise in connection with your employment.

This Employee Handbook is not a contract of employment and does not create a contract of employment. Patmos generally does not offer individual employees formal employment contracts with the Company. This Employee Handbook is intended as a helpful overview of policies. It cannot cover every matter that might arise in the workplace. For this reason, specific questions regarding the applicability of a particular policy or practice should be addressed to the Human Resources Department or your immediate supervisor.

The Company reserves the right to modify any of our policies and procedures, including those covered in this Handbook, at any time. We will seek to notify you of such changes by email and other appropriate means. However, such a notice is not required for changes to be effective.

Section 1: General Workplace Policies

1.0 The Patmos Mission

Patmos Mission Statement

Patmos exists to provide simple cloud solutions for the complex needs of the new economy in a way that frees our clients from the constraints of big tech. We are guided by the core principles of Freedom, humility, simplicity, and grit.

1.1 Employment-At-Will

- Employment with the “Company”) is on an at-will basis, unless otherwise specified in a written employment agreement.
- You are free to resign at any time, for any reason, with or without notice.
- Similarly, Patmos is free to conclude the employment relationship at any time for any lawful reason, with or without cause, and with or without notice.
- When possible, Patmos requests a courtesy notice of at least two (2) weeks prior to your departure; however, this is not a requirement.
- Nothing in this Handbook will limit the right of either party to terminate an at-will employment.
- No section of this Handbook is meant to be construed, nor should be construed, as establishing anything other than an employment-at-will relationship.
- This Handbook does not limit management's discretion to make personnel decisions such as reassignment, change of wages and benefits, demotion, etc.
- No person other than the company officer(s) has the authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment with other than at-will terms.

1.2 Arbitration Policy

- **Arbitration**

In consideration of your employment with Patmos, its promise to arbitrate all employment-related disputes, and your receipt of the compensation, pay raises, and other benefits paid to you by Patmos, at present and in the future, you agree that any and all controversies, claims, or disputes with anyone (including Patmos

and any employee, officer, director, or benefit plan of Patmos, in their capacity as such or otherwise), arising out of, relating to, or resulting from your employment with Patmos or the termination of your employment with Patmos, including any breach of this agreement, shall be subject to binding arbitration under the arbitration rules set forth in Missouri Revised Statutes, Sections 435.350 to 435.470 the Uniform Arbitration Act (the "Act"), and pursuant to Missouri law.

- The federal arbitration act shall continue to apply with full force and effect notwithstanding the application of procedural rules set forth in the act.
- Disputes that you agree to arbitrate, and thereby agree to waive any right to a trial by jury, include any statutory claims under local, state, or federal law, including, but not limited to, claims under Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, the Age Discrimination in Employment Act of 1967, the Older Workers Benefit Protection Act, the Sarbanes-Oxley act, the Worker Adjustment and Retraining Notification Act, the Colorado Fair Employment Practices Act, the Family and Medical Leave Act, the Colorado Family Care Act, the Colorado labor code, claims of harassment, discrimination, and wrongful termination, and any statutory or common law claims.
- You further understand that this agreement to arbitrate also applies to any disputes that the Company may have with you.
- Any arbitration under this Agreement will take place on an individual basis; class arbitrations and class/representative/collective actions are not permitted. YOU AND PATMOS AGREE THAT A PARTY MAY BRING CLAIMS AGAINST THE OTHER ONLY IN EACH INDIVIDUAL CAPACITY, AND NOT AS A PLAINTIFF OR CLASS MEMBER IN ANY PUTATIVE CLASS, COLLECTIVE AND/ OR REPRESENTATIVE PROCEEDING, SUCH AS IN THE FORM OF A PRIVATE ATTORNEY GENERAL ACTION AGAINST THE OTHER.
- Further, unless both you and Patmos agree otherwise, the arbitrator may not consolidate more than one person's claims, and may not otherwise preside over any form of a representative or class proceeding.

Procedure

- Any arbitration will be administered by Judicial Arbitration & Mediation Services, Inc. ("JAMS"), pursuant to its employment arbitration rules & procedures (the "JAMS rules"). The arbitrator shall have the power to decide any motions brought by any party to the arbitration, including motions for summary judgment and/or adjudication, motions to dismiss and demurrers, and motions for class certification, prior to any arbitration hearing.

- The arbitrator shall have the power to award any remedies available under applicable law, and the arbitrator shall award attorneys' fees and costs to the prevailing party, except as prohibited by law.
- The arbitration shall conform to the JAMS minimum standards for employment arbitration. Patmos will pay for any administrative or hearing fees charged by the arbitrator or JAMS except that you shall pay any filing fees associated with any arbitration that you initiate, but only so much of the filing fees as you would have instead paid had you filed a complaint in a court of law.
- You agree that the arbitrator shall administer and conduct any arbitration in accordance with Colorado law, including the Colorado Revised Statutes, and that the arbitrator shall apply substantive and procedural Missouri law to any dispute or claim, without reference to rules of conflict of law.
- To the extent that the JAMS rules conflict with Missouri law, Missouri law shall take precedence.
- The decision of the arbitrator shall be in writing. Any arbitration under this agreement shall be conducted in Arapahoe County, Colorado.

Remedy

- Except as provided by the act, arbitration shall be the sole, exclusive, and final remedy for any dispute between you and Patmos Hosting Inc.
- Accordingly, except as provided for by the act, neither you nor Patmos will be permitted to pursue court action regarding claims that are subject to arbitration.

Administrative Relief

- You are not prohibited from pursuing an administrative claim with a local, state, or federal administrative body or government agency that is authorized to enforce or administer laws related to employment, including, but not limited to, the Department of Fair Employment and Housing, the Equal Employment Opportunity Commission, the National Labor Relations Board, or the Workers' Compensation Board.
- However, you may not pursue court action regarding any such claim, except as permitted by law.

1.3 Equal Employment Opportunity & Americans with Disabilities Act

- It is the policy of the Company to provide equal employment opportunities to all employees and employment applicants without regard to unlawful considerations of race, religion, creed, color, national origin, sex, pregnancy, sexual orientation, gender identity, age, ancestry, physical or mental disability, genetic information, marital status or any other classification protected by applicable local, state or federal laws.
- This policy prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.
- This policy applies to all aspects of employment, including, but not limited to, hiring, job assignment, working conditions, compensation, promotion, benefits, scheduling, training, discipline and termination.
- Patmos expects all employees to support its equal employment opportunity policy, and to take all steps necessary to maintain a workplace free from unlawful discrimination and harassment and to accommodate others in line with this policy to the fullest extent required by law.
- For example, Patmos will make reasonable accommodations for employees' observance of religious holidays and practices unless the accommodation would cause an undue hardship on its operations.
- If you desire a religious accommodation, you are required to make the request in writing to your manager as far in advance as possible.
- You are expected to strive to find co-workers who can assist in the accommodation (e.g. trade shifts) and cooperate with Patmos in seeking and evaluating alternatives.
- Moreover, in compliance with the Americans with Disabilities Act (ADA), Patmos provides reasonable accommodations to qualified individuals with disabilities to the fullest extent required by law.
- Patmos may require medical certification of both the disability and the need for accommodation.
- Keep in mind that Patmos can only seek to accommodate the known physical or mental limitations of an otherwise qualified individual; therefore, it is your responsibility to come forward if you are in need of accommodation.
- Patmos will engage in an interactive process with the employee to identify possible accommodations, if any, that will help the applicant or employee perform the job.

1.4 Anti- Harassment and Discrimination

- Patmos is committed to providing a work environment free of any form of unlawful harassment or discrimination.
- Harassment or unlawful discrimination against individuals on the basis of race, religion, creed, color, national origin, sex, pregnancy, sexual orientation, gender identity, age, ancestry, physical or mental disability, genetic information, marital status or any other classification protected by local, state or federal laws is illegal and prohibited by Patmos's policy.
- Such conduct by or towards any employee, contract worker, customer, vendor or anyone else who does business with Patmos will not be tolerated.
- Any employee or contract worker who violates this policy will be subject to disciplinary action, up to and including termination of his or her employment or engagement.
- To the extent a customer, vendor or other person with whom Patmos does business engages in unlawful harassment or discrimination, Patmos will take appropriate corrective action.
- Patmos will not discriminate against any employee because of identification with and support of any lawful political activity.
- Patmos employees are entitled to their own personal political position. Patmos will not discriminate against employees based on their lawful political activity engaged in outside of work.
 - If you are engaging in political activity, however, you should always make it clear that your actions and opinions are your own and not necessarily those of Patmos, and that you are not representing Patmos.

Prohibited Conduct:

- Prohibited harassment or discrimination includes any verbal, physical or visual conduct based on sex, race, age, national origin, disability or any other legally protected basis if:
 - a.) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or engagement;
 - b.) submission to or rejection of such conduct by an individual is

used as a basis for decisions concerning that individual's employment or engagement; or

c.) it creates a hostile or offensive work environment.

- Prohibited harassment includes (but is not limited to) unwelcome sexual advances, requests for sexual favors and lewd, vulgar or obscene remarks, jokes, posters or cartoons, and any unwelcome touching, pinching or other physical contact.
- Other forms of unlawful harassment or discrimination may include racial epithets, slurs and derogatory remarks, stereotypes, jokes, posters or cartoons based on race, national origin, age, disability, marital status or other legally protected categories.
- Prohibited harassment might also be transmitted using Patmos's electronic communications system, or through other on-line conduct.

Complaint Procedure:

- Employees or contract workers who feel that they have been harassed or discriminated against, or who witness any harassment or discrimination by an employee, contract worker, customer, vendor or anyone else who does business with Patmos, should immediately report such conduct to their supervisor or any other member of the Patmos Leadership Team.
- Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation.
- No employee, contract worker, customer, vendor or other person who does business with this organization is exempt from the prohibitions in this policy.
- In response to every complaint, Patmos will conduct an investigation which may involve interviewing witnesses if warranted and, if improper conduct is found, take appropriate corrective action.
- To the extent that an employee or contract worker is not satisfied with Patmos's handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

1.5 Changes in Policy

- Since Patmos's business is constantly changing, Patmos expressly reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook or in any other document, except for the policy of at-will employment as described below.
- No oral statements or representations can in any way alter the provisions of this Handbook. Nothing in this employee handbook or in any other document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee.
- If you are uncertain about any policy or procedure, please check with your manager.

1.6 Employment of Minors

- The FLSA's child labor provisions, which Patmos strictly adheres to, are designed to protect the educational opportunities of youth and prohibit their employment in jobs that are detrimental to their health and safety.
- Generally speaking, the FLSA sets the minimum age for employment (14 years for non-agricultural jobs), restricts the hours youth under the age of 16 may work, and prohibits youth under the age of 18 from being employed in hazardous occupations.
- In addition, the FLSA establishes subminimum wage standards for certain employees who are less than 20 years of age, full-time students, student learners, apprentices, and workers with disabilities.
- Employers generally must have authorization from the U.S. Department of Labor's Wage and Hour Division (WHD) in order to pay sub-minimum wage rates.

1.7 Privacy

- Patmos is respectful of employee privacy. All employee demographic and personal information will be shared only as required in the normal course of business.
- Healthcare enrollment information is kept in a separate folder from other human resources forms.
- Workers' Compensation information is not considered private healthcare information; however, this information will be released only on a need-to-know basis.
- Patmos does not make or receive any private healthcare information through the course of normal work.

- If any employee voluntarily shares private healthcare information with a member of management, this information will be kept confidential. If applicable, Patmos will set up guidelines for employees and management to follow to ensure that Patmos employees conform to the requirements of the Health Insurance Portability and Accountability Act (HIPAA).

1.8 Immigration Law Compliance

- In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 on the date of hire and present documentation establishing identity and employment eligibility within three business days of the date of hire.
- Former employees who are rehired must also complete an I-9 form if they have not completed an I-9 form with Patmos within the past three years, or if their previous I-9 form is no longer retained or valid.
- You may raise questions or complaints about immigration law compliance without fear of reprisal.

1.9 Employment Classifications

- Depending on an employee's job or duties, employees may be classified as full-time or part time (less than 30 hours per week).
- Part time employees are generally not eligible for company benefits.
- Both full time and part time employees may be classified as exempt or non-exempt employees depending on stated job duties. Non-exempt employees are eligible for overtime pay regardless of their wage status as hourly or salaried.

Section 2: Standards of Conduct and Employee Performance

2.1 Performance Management

Patmos utilizes the EOS (Entrepreneurial Operating System) and its Team Development methodology for leadership, management, and accountability.

Leadership at Patmos is responsible for:

1. Giving clear direction
2. Providing necessary tools
3. "Letting go of the vine"
4. Acting with the greater good in mind
5. Taking clarity breaks

These are put into action with performance management that seeks to:

1. Set clear expectations
2. Communicating well
3. Setting the right meeting pulse
4. Have quarterly conversations
5. Reward and recognize

2.3 Attendance

- Punctuality and regular attendance are essential to the successful operation of Patmos's business.
- If an employee is unable to report to work (or to report to work on time) for any reason, the employee must make a best effort to notify his or her supervisor before his or her starting time.
- If an employee desires to leave work for any reason during the workday, the employee must notify, and preferably obtain the approval of, his or her supervisor prior to leaving.
- In the event that the employee fails to call his or her supervisor or report for work for five (5) consecutive workdays, the employee will be deemed to have voluntarily

resigned from his or her employment with Patmos and will be removed from the payroll.

- Excessive absenteeism or tardiness may subject the employee to disciplinary action, up to and including termination.

2.4 Discipline and Standards of Conduct

As an at-will employer, Patmos may impose discipline whenever it determines it is necessary or appropriate. Discipline may take various forms, including verbal counseling, written warnings, suspension, demotion, transfer, reassignment or termination. The discipline imposed will depend on the circumstances of each case; therefore, discipline will not necessarily be imposed in any particular sequence. Moreover, at any time Patmos determines it is appropriate, an employee may be terminated immediately. Every organization must have certain standards of conduct to guide the behavior of employees. Although there is no possible way to identify every rule of conduct, the following is an illustrative list (not intended to be comprehensive or to limit Patmos's right to impose discipline for any other conduct it deems inappropriate). Keep in mind that these standards of conduct apply to all employees whenever they are on Patmos property and/or conducting Patmos business (on or off Patmos property).

Engaging in any conduct the Company deems inappropriate may result in disciplinary action, up to and including termination.

- a. Dishonesty;
- b. Falsification of Patmos's records;
- c. Unauthorized use or possession of property that belongs to Patmos, a coworker, or of the public;
- d. Possession or control of illegal drugs, weapons, explosives, or other dangerous or unauthorized materials;
- e. Fighting, engaging in threats of violence or violence, use of vulgar or abusive language, horseplay, practical jokes or other disorderly conduct that may endanger others or damage property;
- f. Insubordination, failure to perform assigned duties or failure to comply with Patmos's health, safety or other rules;
- g. Unauthorized or careless use of Patmos's materials, equipment or property;
- h. Unauthorized and/or excessive absenteeism or tardiness;

- i. Lack of teamwork, poor communication, unsatisfactory performance, unprofessional conduct, or conduct improper for the workplace;
- j. Sexual or other illegal harassment or discrimination;
- k. Unauthorized use or disclosure of Patmos confidential information;
- l. Violation of any Patmos policy.

2.5 Dress Code

- Although dress code requirements will vary according to job responsibilities, we ask that your appearance at all times show discretion, good taste, and appropriateness for the performance of your job.

2.6 Safety

- It is the employee's responsibility to take steps to promote safety in the workplace and work in a safe manner.
- By remaining safety conscious, employees can protect themselves and their coworkers.
- Employees are expected to promptly report all unsafe working conditions, accidents and injuries, regardless of how minor, so that any potential hazards can be corrected.

2.7 Substances and Abuse

- Patmos is committed to providing its employees with a safe and productive work environment.
- In keeping with this commitment, it maintains a strict policy against the unlawful use of drugs in the workplace.
- No employee may use, possess, sell, purchase or transfer illegal drugs at any time while on Patmos's premises or while using Patmos vehicles or equipment, or at any location during work time.
- No employee may report to work with illegal drugs (or their metabolites) in his or her bodily system.
- Depending on one's job duties, employees may engage in responsible consumption of alcohol while on company grounds/time.

- If this should affect the day to day job of the employee, Patmos has the right to revoke the consumption of alcohol on company grounds/time.
- "Illegal drug" means any drug that is not legally obtainable under federal law or that is legally obtainable but has not been legally obtained.
- It includes prescription drugs not being used for prescribed purposes or by the person to whom it is prescribed or in prescribed amounts.
- It also includes any substance a person holds out to another as an illegal drug.
- Patmos strictly prohibits the use of marijuana on company grounds or time – and while traveling on business, regardless of local, state, or federal legality. Working under the influence of marijuana (even when not directly used on company grounds or time) is, in like manner, strictly prohibited.
- Any violation of this policy will result in disciplinary action, up to and including termination.
- Any employee who feels he or she has developed an addiction to, dependence upon, or problem with alcohol or drugs, legal or illegal, is strongly encouraged to seek assistance before a violation of this policy occurs – and can do so without fear of repercussion.
- Any employee who requests time off to participate in a rehabilitation program will be reasonably accommodated.
- However, employees may not avoid disciplinary action, up to and including termination, by entering a rehabilitation program after a violation of this policy is suspected or discovered.

2.8 Workplace Searches and Company Property

- All offices, desks, file drawers, cabinets, lockers, Patmos vehicles, and other Patmos equipment (including but not limited to computers, e-mail and voice mail) and facilities or any area on Patmos premises are the property of Patmos ("Company Property"), and are intended for business use.
- Employees must keep work areas neat, clean, and use normal care in handling Patmos property and equipment. Employees should report any broken/damaged property or equipment immediately so proper repairs can be made.
- Employees may not remove any Patmos property or equipment from the premises without prior written permission from one's immediate superior. In the case of company laptops, this permission is implied.
- Upon employee separation all company property put to use by the employee must be returned to Patmos in reasonable condition.

- Employees should have no expectation of privacy with respect to Patmos property and/or items stored within Patmos property or on Patmos premises.
- Inspection may be conducted at any time, without notice, at the discretion of Patmos.
- In addition, when Patmos deems appropriate, employees may be required to submit to searches of their personal vehicles, parcels, purses, handbags, backpacks, briefcases, lunch boxes or any other possessions or articles brought on to Patmos's premises.
- Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted to enter the premises.
- All employees must cooperate in an inspection; failure to do so is insubordination and will result in disciplinary action, up to and including termination.

2.9 Internet, Email and Computer Use Policy

- Patmos uses various forms of electronic communication including, but not limited to: computers, email, telephones, voicemail, instant message, text message, Internet, cell phones and smartphones (hereafter referred to as "electronic communications").
- The electronic communications, including all software, databases, hardware, and digital files, remain the sole property of Patmos and are to be used only for Company business and not for personal use.
- The following rules apply to all forms of electronic communications and media that are: (1) accessed on or from Patmos premises; (2) accessed using Patmos computer or telecommunications equipment, or via Patmos-paid access methods; and/or (3) used in a manner which identifies Patmos. The following list is not exhaustive and Patmos may implement additional rules from time to time.
 - a. Electronic communication and media may not be used in any manner that would be discriminatory, harassing, or obscene, or for any other purpose that is illegal, against Patmos policy, or not in the best interest of Patmos. Employees who misuse electronic communications and engage in defamation, copyright or trademark infringement, misappropriation of trade secrets, discrimination, harassment, or related actions will be subject to discipline, up to and including termination. Employees may not install personal software on Patmos computer systems.

b. Unless supplying their own electronic equipment for use in the course of their job, employee's own electronic media may only be used during breaks. All other Patmos policies, including Patmos's no tolerance for discrimination, harassment, or retaliation in the workplace apply.

c. All electronic information created by any employee on Patmos premises or transmitted to Patmos property using any means of electronic communication is the property of Patmos and remains the property of Patmos. You should not assume that any electronic communications are private or confidential and should transmit personal sensitive information in other ways. Personal passwords may be used for purposes of security, but the use of a personal password does not affect Patmos's ownership of the electronic information. Patmos will override all personal passwords if necessary for any reason.

d. Patmos reserves the right to access and review electronic files, messages, internet use, blogs, "tweets," instant messages, text messages, email, voice mail, and other digital archives, and to monitor the use of electronic communications as necessary to ensure that no misuse or violation of Patmos policy or any law occurs. All such information may be used and/or disclosed to others, in accordance with business needs and the law. Patmos reserves the right to keep a record of all passwords and codes used and/or may be able to override any such password system.

e. Employees are not permitted to access the electronic communications of other employees or third parties unless directed to do so by Patmos management. No employee may install or use anonymous e-mail transmission programs or encryption of e-mail communications.

f. Employees who use devices on which information may be received and/or stored, including but not limited to cell phones, cordless phones, portable computers, fax machines, and voice mail communications are required to use these methods in strict compliance with the Confidentiality section of this Handbook. These communications tools should not be used for communicating confidential or sensitive information or any trade secrets.

g. Access to the Internet, websites, and other types of Patmos-paid computer access are to be used for Patmos-related business only. Any information about Patmos Hosting Inc., its products or services, or other types of information that will appear in the electronic media must be approved before the information is placed on any electronic information resource that is accessible to others.

2.10 Social Media Policy

- Patmos Hosting Inc. is committed to utilizing social media to enhance its profile and reputation, to listen and respond to customer opinions and feedback, and to drive revenue, loyalty and advocacy.
- We encourage (but will never mandate) employees to support our activities through their personal social networking channels while adhering to the guidelines outlined in this section.
- For the purpose of this section, social media and networking refers to the use of web-based and mobile applications for social interaction and the exchange of user-generated content.
- Social media channels can include, but are not limited to: Facebook, Twitter, LinkedIn, YouTube, Vimeo, Snapchat, Instagram, Pinterest, TikTok, blogs, review sites, forums, online communities and any similar online platforms that exist now or in the future.
- While employees should always operate on social media in prudence with an awareness that they reflect the company, Patmos will make no attempt to moderate or censor employees' content posted on personal channels, regardless of opinions expressed.
- Consumption or sharing of pornography on company time, property, or equipment is strictly prohibited. Violation will result in discipline up to and including termination. Employees who have inadvertently encountered pornography on company time, property, or equipment are enjoined to immediately report it to one's immediate supervisor.
- The use of social media channels on Patmos time for personal purposes is discouraged.
- Any social media contacts, including "followers" or "friends," that are acquired through accounts (including but not limited to email addresses, blogs, Twitter, Facebook, YouTube, LinkedIn, or other social media networks) created on behalf of Patmos will be the property of Patmos.

- Employees must not disclose private or confidential information about Patmos, its employees, clients, suppliers or customers on social networks.
- Employees must respect trademarks, copyrights, intellectual property and proprietary information.
- No third-party content should be published without prior permission from the owner.
- Patmos maintains the right to monitor Patmos-related employee activity in social networks.
- Violation of policy guidelines is grounds for discipline, up to and including termination.

2.11 Trade Secrets and company data

- Employees are obliged to respect and guard the confidentiality of client data and projects at all times. Dissemination via electronic, written, or oral means of sensitive client or company data is strictly prohibited and could result in discipline or termination.
- Internal company information to which some employees may be privy such as budget, business plans and strategies, intellectual property, fruits of research and development, personnel decisions, investor information, financial information, passwords, systems, and sales leads shall all be guarded with the utmost prudence.
- From now until the end of time, the employee agrees to refrain from disclosing Patmos's customer lists, trade secrets, or other confidential material such as client project costs, hosting workloads, spend amounts, software and cloud resources, or any proprietary client information of any sort. The employee agrees to take reasonable security measures to prevent accidental disclosure and industrial espionage.

2.12 Company Travel and Expenses

- Depending on one's job duties, travel may be required.
- All travel must be pre-approved by one's immediate superior.
- Air travel should be booked via Southwest when feasible.
- Car rental should be booked with National when feasible.
- Patmos will reimburse (or permit company card expenses for) reasonable travel expenses including meals, hotels, car rentals, conference attendance, and client fraternization.
- Expenses must be submitted for reimbursement promptly and approved by the CEO for reimbursement.

- For more detailed guidance on company travel and expense reimbursement, please see “Patmos Travel and Expense Policies” document which is promulgated annually.

Section 3: Employee Benefits and Services

3.1 Generally

- Aside from those benefits required by state and federal regulations, Patmos Hosting, Inc. also offers additional benefits for its full-time employees. These include, but are not limited to:
 - Health
 - Dental
 - Vision
 - STD
 - LTD
 - 401(k)
 - Life insurance
- From time to time, benefits may be added or deleted from the benefits package. Patmos reserves the right to make such changes.
- This Handbook does not contain the complete terms and/or conditions of any of Patmos's current benefit plans. It is intended only to provide general explanations.
- For information regarding employee benefits and services, employees should contact Patmos HR.

3.2 Worker's Compensation

- All states have Workers' Compensation laws whose purpose is to promote the general welfare of people by providing compensation for accidental injuries or death suffered in the course of employment.
- These laws are designed to provide protection to workers suffering occupational disabilities through accidents arising out of, and in the course of employment. Patmos Hosting, Inc. carries Workers' Compensation Insurance for all employees and pays the entire cost of the insurance program.
- An employee who suffers an injury or illness in connection with the job is usually eligible to receive payment through the insurance company for lost wages.

- In addition to disability payments, necessary hospital, medical and surgical expenses are covered under Workers' Compensation, with payments being made directly to the hospital or physician.
- Workers' Compensation benefits to injured workers also include assistance to help qualified injured employees return to suitable employment.

3.3 Social Security Benefits (FICA)

- During your employment, you and Patmos both contribute funds to the Federal government to support the Social Security Program.
- This program is intended to provide you with retirement benefit payments and medical coverage once you reach retirement age.

3.4 Unemployment Insurance

- Patmos pays a state and federal tax to provide employees with unemployment insurance coverage in the event they become unemployed through no fault of their own or due to circumstances described by law.
- This insurance is administered by applicable state agencies, who determine eligibility for benefits, the amount of benefits (if any), and duration of benefits

3.5 Family Bonus

- Patmos recognizes that strong families make strong cultures. As such, Patmos will pay a bonus to tenured full-time employees as they enter into marriage and welcome children into their families.
- Available to any team member who has been employed for at least one year at the time of the triggering event (marriage, child-birth, or adoption), Patmos will pay a cash bonus each employee according to the following schedule:
 - Upon marriage: \$3,000
 - Upon live birth of naturally conceived offspring or adoption (children 1-3): \$3,000
 - Upon live birth of naturally conceived offspring or adoption (child 4): \$4,000
 - Upon live birth of naturally conceived offspring or adoption (child 5): \$5,000
 - Upon live birth of naturally conceived offspring or adoption (child 6): \$6,000

- Upon live birth of each naturally conceived offspring or adoption (child 7 or more): \$7,000
- Bonus does not apply to invitro, surrogacy, or children conceived through unnatural means.
- In the event of multiple births or adoptions, the total bonus paid will not exceed \$7,000.
- This bonus structure applies to events occurring after the time of its initiation and promulgation (6/20/23) and after the hire date of an employee.

3.6 Key Person Insurance and Posthumous Severance

Certain key employees at the executive and VP level have been furnished with a key person insurance policy. Patmos shall fund all associated premiums associated with these policies and shall be the sole beneficiary. As an employee benefit, however, Patmos shall pay no less than 10% of any total received benefit to the employee or employee's surviving estate in the unfortunate event of the insured employee's demise or incapacitation. Any payments of the sort shall be paid within 90 days from Patmos's receipt of a claimed benefit.

Section 4: Employee Leave of Absence and Time off

4.1 Generally

- While regular attendance is crucial to maintain business operations, Patmos recognizes that, for a variety of reasons, employees need time off from work.
- Patmos has available a number of types of leaves of absence. Some are governed by law and others are discretionary.
- For all planned, paid leave, however, employees must submit a request at least two weeks in advance; in case of emergencies, employees should submit the request as soon as they become aware of the need for leave.
- All leaves must have the approval of Patmos management. If, during a leave, an employee accepts another job, engages in other employment or consulting outside of Patmos, or applies for unemployment insurance benefits, the employee may be considered to have voluntarily resigned from employment with Patmos.

- All requests for a leave of absence will be considered in light of their effect on Patmos and its work requirements, as determined by Patmos management, which reserves the right to approve or deny such requests in its sole discretion, unless otherwise required by law.
- For disability-related leave requests, Patmos will engage in an interactive process with the employee to determine if a leave is the most appropriate accommodation.
 - The employee must provide a certification from his or her health care provider to Patmos to support a leave for medical reasons.
 - Failure to provide the required certification to Patmos in a timely manner will result in delay or denial of leave.
- If an employee requires an extension of leave, the employee must request such extension and have it approved before the expiration of the currently approved leave.
- While Patmos will make a reasonable effort to return the employee to his or her former position or a comparable position following an approved leave of absence, there is no guarantee that the employee will be reinstated to his or her position, or any position, except as required by law.

4.2 Paid Time Off (PTO)

- Patmos allows exempt employees unlimited paid time off - within the boundaries of reason - for both personal, sick, paternity, and maternity leave.
- Non-exempt employees should consult with their immediate supervisor on departmental leave policies. While not unlimited, supervisors of nonexempt employees should make reasonable accommodations for the aforementioned types of leave.
- All paid time off must be approved by one's manager and coordinated with the team so that interruption of service to clients or Patmos products is minimized.
- Time off should also be indicated on your individual work calendar (currently Google Calendar) and communicated clearly to appropriate parties. In order to request time off, employees should:
 - Provide 2 weeks of notice to their manager and team members
 - Obtain verbal approval from their manager
 - Submit a PTO request in Justworks
 - Upon approval, publicly note time off on their individual Google calendar
 - Create and review an Out of Office (OOO) plan with team members or manager, as appropriate

4.3 Sick Leave

- Any days required off due to illness are covered by Patmos' Unlimited PTO plan for up to two consecutive weeks OR 10 working days in a 20 workday period. Thereafter, employees are eligible to apply for short-term disability coverage through their Patmos benefits.

4.4 Holidays

- Patmos observes the following paid holidays:
 - New Year's Day
 - Good Friday
 - Memorial Day
 - Independence Day
 - August 15 – Solemnity of the Assumption of the Blessed Virgin Mary
 - Labor Day
 - Columbus Day
 - November 1 – Solemnity of All Saints
 - Thanksgiving Day
 - Day after Thanksgiving
 - December 8 – Solemnity of the Immaculate Conception
 - Christmas Eve
 - Christmas Day
 - New Year's Eve
- Patmos will grant paid holiday time off to all eligible employees. Holiday pay for regular full-time employees will be calculated based on the employee's base pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day.
- Regular part-time employees will generally have their work schedule adjusted so as not to fall on holidays.
- Holidays that fall on weekends may be transferred to another day at Patmos's sole discretion.
- Holidays that fall on an employee's regular day off will not be transferred.
- Employees are strongly encouraged not to work on holidays and to spend time with family and friends, or to engage in some form of recreation or relaxation.
- No additional pay is awarded if an eligible non-exempt employee works on a recognized holiday; however, if the employee is required by Patmos to work on the recognized holiday, that holiday may be transferred to another day.

- For certain employees (e.g. data center technicians) the company may require coverage even on holidays. Supervisors of said employees should make reasonable efforts to

4.5 Family and Medical Leave

- Insofar as Patmos has less than 50 employees, Patmos is not required to comply with the federal Family and Medical Leave Act ("FMLA"). In the event that Patmos surpasses 50 employees, this policy will be eo ipso superseded where applicable by FMLA regulations.
- Patmos recognizes that our employees may occasionally need to take unpaid leave to care for a new child, to care for a seriously ill family member, to handle an employee's own medical issues, or to handle issues relating to a family member's military service, possibly including caring for a family member who is injured while serving in the military.
- If you anticipate that you might need time off to deal with family and medical issues, please speak with your supervisor. We will seriously consider every request on a case-by-case basis.
- Patmos will provide up to eight weeks of paid parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable.
- Eligible employees must meet the following criteria:
 - Have been employed with the company for at least 12 months (the 12 months do not need to be consecutive).
 - Have worked at least 1,250 hours during the 12 consecutive months immediately preceding the date the leave would begin.
 - Be a full- or part-time, regular employee (temporary employees and interns are not eligible for this benefit).
 - In addition, employees must meet one of the following criteria:
 - Have given birth to a child.
 - Be a spouse of a woman who has given birth to a child.
 - Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). The adoption of a new spouse's child is excluded from this policy.

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- Have worked at least 1,250 hours during the 12 consecutive months immediately preceding the date the leave would begin.
- Be a full- or part-time, regular employee (temporary employees and interns are not eligible for this benefit).
- In addition, employees must meet one of the following criteria:
 - Have given birth to a child.
 - Be a spouse of a woman who has given birth to a child.
 - Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger)
- Eligible employees will receive a maximum of [enter number] weeks of paid parental leave per birth, adoption or placement of a child/children. The fact that a multiple birth, adoption or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the [enter number]-week total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than [enter number] weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month time frame.
- Each week of paid parental leave is compensated at 100 percent of the employee's regular, straight-time weekly pay. Paid parental leave will be paid on a biweekly basis on regularly scheduled pay dates.
- Approved paid parental leave may be taken at any time during the six-month period immediately following the birth, adoption or placement of a child with the employee. Paid parental leave may not be used or extended beyond this six-month time frame.
- In the event of a female employee who herself has given birth, the eight weeks of paid parental leave will commence at the conclusion of any short-term disability leave/benefit provided to the employee for the employee's own medical recovery following childbirth.
- Employees must take paid parental leave in one continuous period of leave and must use all paid parental leave during the six-month time frame indicated above. Any unused paid parental leave will be forfeited at the end of the six-month time frame.
- Upon termination of the individual's employment at the company, he or she will not be paid for any unused paid parental leave for which he or she was eligible.

- Paid parental leave taken under this policy will run concurrently with leave under the FMLA; thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child due to adoption or foster care, the leave will be counted toward the 12 weeks of available FMLA leave per a 12-month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave—whether paid or unpaid—granted to the employee under the FMLA exceed 12 weeks during the 12-month FMLA period. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
- After the paid parental leave (and any short-term disability leave for employees giving birth) is exhausted, the balance of FMLA leave (if applicable) will be compensated through employees' accrued sick, vacation and personal time. Upon exhaustion of accrued sick, vacation and personal time, any remaining leave will be unpaid leave. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
- The company will maintain all benefits for employees during the paid parental leave period just as if they were taking any other company paid leave such as paid vacation leave or paid sick leave.
- If the employee is on paid parental leave when the company offers administrative leave (known as an "admin day"), that time will be recorded as paid parental leave. Administrative leave will not extend the paid parental leave entitlement.
- An employee who takes paid parental leave that does not qualify for FMLA leave will be afforded the same level of job protection for the period of time that the employee is on paid parental leave as if the employee were on FMLA-qualifying leave.
- The employee will provide his or her supervisor and the human resource department with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary HR forms and provide all documentation as required by the HR department to substantiate the request.
- As is the case with all company policies, the organization has the exclusive right to interpret this policy.

4.6 Workers' Compensation Leave

- Any employee who is unable to work due to a work related injury or illness and who is eligible for Workers' Compensation benefits will be provided an unpaid leave for the period required.
- The first 12 weeks will be treated concurrently as a family and medical leave under the federal Family Medical Leave Act ("FMLA") for employees eligible for FMLA leave.

4.7 Jury Duty

- U.S. citizens have a civic obligation to provide jury duty service when called.
- Employees can use vacation, personal leave, or comp time to cover time they are out for jury duty.
- The employee must bring in the jury duty notice as soon as it is received so that appropriate arrangements can be made to cover his or her duties.
- Employees are required to call in or report for work on those days or parts of days when their presence in court is not required

4.8 Voting Time

- Employees who are registered voters and who lack sufficient time outside of work to vote in any local, state, and national election may take up to two hours off work with pay at the beginning or end of the day for this purpose.
- Employees should provide at least two working days' notice when time off is required.

4.9 Sundays

- With the exception of designated technicians required to support functions of the Data facilities and on-call service-based employees, employees will not be required by Patmos to work on Sundays and are discouraged from conducting Patmos-related business, including checking Patmos e-mails, on Sundays.

5.0 Sabbatical

In lieu of paid parental leave, employees who meet all conditions to receive parental leave *except that of welcoming a new child* may enjoy one eight week paid sabbatical for every forty months of consecutive employment with Patmos. Sabbatical time may not be banked and must be planned with at least 90 days of written departmental notice. Sabbatical

scheduling is subject to supervisor approval and may not be used within 40 months of enjoying paid family leave. Should a child be welcomed sooner than 40 months from the date of a sabbatical, however, the employee shall still be eligible for paid family leave as long as that leave is no closer than nine months from the date of the last sabbatical.

Patmos reserves the right to amend this handbook at any time provided written notice to all employees.

IN WITNESS WHEREOF, Patmos and the Employee have signed this agreement.

PATMOS:

John Johnson, CEO
Patmos Hosting Inc.

EMPLOYEE:

Date