AnyCompany is a company that offers an API data exchange service for its customers. As we grow and scale, we want to make sure that our employees can share in our success. One of the ways we do this is by offering stock options to all full-time employees. This stock vesting policy document outlines the details of AnyCompany's stock vesting policy.

**Eligibility**

All full-time employees are eligible for stock options. Each year, the Board of Directors will determine how many stock options will be granted to employees. Allocation of stock options varies by role and tenure. Stock option allocation will be discussed during the offer process for new hires, and at performance review periods for existing employees.

**Vesting Schedule**

All stock options granted to employees have a four-year vesting schedule, which means that they vest over four years. The vesting schedule is graduated, meaning that as each year passes, the percentage of shares that have vested increases.

Year 1: 25% of shares vested

Year 2: 50% of shares vested

Year 3: 75% of shares vested

Year 4: 100% of shares vested

For example, if an employee was granted 1,000 stock options, they would vest as follows:

Year 1: 250 shares vested

Year 2: 500 shares vested

Year 3: 750 shares vested

Year 4: 1,000 shares vested

The vesting schedule is designed to incentivize employees to stay with AnyCompany for the long term. If an employee leaves AnyCompany before their stock options are fully vested, they forfeit the unvested shares.

**Exercise Window**

Once stock options have vested, employees have the opportunity to exercise the stock options within a specified exercise window. AnyCompany will provide ample notice when the window opens, allowing employees to plan ahead.

The exercise window is the period of time during which the employee can purchase vested stock options. If an employee does not purchase the stock options by the end of the exercise window, they forfeit the vested shares.

**Taxes**

Employees are responsible for taxes associated with exercising stock options and receiving any gains on the sale of shares. AnyCompany recommends that employees consult with their tax advisor before exercising stock options.

**Changes to the Policy**

AnyCompany reserves the right to change the terms of this stock vesting policy at any time. If changes are made to the policy, they will be communicated to employees as soon as reasonably possible.

**Conclusion**

At AnyCompany, we believe that our employees are at the heart of our success. Our stock vesting policy is one way to reward our employees for their hard work and dedication. By offering stock options to all full-time employees, we hope to create a culture of ownership and long-term commitment to the success of the company.