

## EXHIBIT A

### SCOPE OF WORK

This Scope of Work, is entered into as of **SOW DATE** (the “**SOW Effective Date**”), between the VICKEY Group Member set forth below and Customer, and is subject to the Employer of Record Master Services Agreement by and between the VICKEY Group and Customer, dated **MSA SIGNING DATE** (the “**Agreement**”). Terms not otherwise defined in this Scope of Work shall have the meaning ascribed to such terms in the Agreement.

1. **Context.** Customer has engaged VICKEY Group to provide its VICKEY Services, in order to support Customer’s Human Resources activities, including consultancy services provided by a Consultant that may be an independent contractor, employee, or affiliate of VICKEY Group. This Scope of Work outlays the nature of the work owed to Customer according to this Agreement, as well as the fees Customer owes to VICKEY Group according to this Agreement, including the direct and indirect cost of engaging any Consultant.
2. **Description of Consultant Engagement.** Subject to the terms and conditions hereof, during the Term, the VICKEY Group Member shall provide Customer with the VICKEY Services in accordance with the following terms:

<b>Commencement Date</b>	<b>SOW DATE</b>
<b>Description of Work</b>	<b>JOB DESCRIPTION</b> <i>(Example: General Purpose The Software Developer's position requires to use software development languages and tools to research, design, implement, manage, test, and evaluate software programs. Duties and Responsibilities - Researching, designing, managing software programs - Testing and evaluating new programs - Modifying software to fix error, improve its performance - Deploying software tools, processes and metrics - Directing software programming and documentation development - Writing and implementing code - Preparing reports on programming project specifications, activities, or status - Consulting with engineering staff to evaluate software-hardware interfaces and develop specifications and performance requirements.)</i>
<b>Customer Contact Information</b>	<b>EMAIL</b> <b>PHONE</b>

<b>Jurisdiction of Employment</b>	WORK COUNTRY
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<b>Location to Deliver VICKEY Services</b>	Remote
<b>Consultant Details</b>	NAME: EMPLOYEE NAME, ID: EMPLOYEE ID,
<b>Consultant Employment Type</b>	Full-time
<b>Consultant Work Hours</b>	5 days per week, 8 hours per day, Full-time
<b>Consultant Holidays</b>	EMPLOYEE DAYS OFF
<b>Scope of Work Term</b>	SCOPE OF WORK
<b>Consultant Job Title</b>	EMPLOYEE JOB TITLE
<b>Seniority</b>	SENIORITY
<b>Employment Trial Period</b>	EMPLOYMENT TRIAL PERIOD

<b>Consultant Salary</b>	<b>SALARY</b>
<b>Additional Benefits</b>	<b>BENEFITS</b>

3. **Charges & Fees.** Company shall pay the following fees to VICKEY Group according to the payment terms in the Agreement and as further set forth herein:

- 3.1. Set-up Fee: A USD 500 set-up fees only in the case where the duration of this Scope of Work is less than 6 months.
- 3.2. Consulting Fee: VICKEY Group's employer costs, including benefits, as set forth in the Agreement.
- 3.3. Platform Fee: USD 500 per month.
- 3.4. Fee Deposit: one (1) month worth of the Consulting Fee and Platform Fee.
- 3.5. Additional Fees: Additional costs, expenses, or disbursements related to the engagement of the Consultant incurred by VICKEY Group as a direct result of a law change, as set forth in the Agreement.

4. **Payment Terms.** All charges are calculated in **WORK COUNTRY CURRENCY**. All payments must be made through the VICKEY Platform, in accordance with the terms hereof and any applicable VICKEY Platform usage term and conditions. VICKEY Group will invoice Customer in respect of all fees payable hereunder, including any variable elements of the Consulting Fee (bonus, commissions, overtime, etc.) through the VICKEY Platform by the 30th calendar day of any month. Value Added Tax (VAT) may apply on all or part of the fees and expenses according to the relevant laws and tax regulations. All invoices hereunder shall be paid within five (5) days from the date of invoice.

5. **Consultant Expenses** When the Consultant must incur expenses while executing the VICKEY Services, Customer shall comply with the following terms and conditions:

- 5.1 Consultant will obtain pre-approval of the expenses from Customer based on a detailed description and evaluation of the expected expenses;
- 5.2 Consultant will create an expenses report on the VICKEY Platform, with a copy of all receipts for verification by Customer;
- 5.3 Customer shall validate the reports on the VICKEY Platform before the 15th of the month and process the related payment through the VICKEY Platform within 5 calendar days of receipt.
- 5.4 If the Consultant cannot provide original receipts for the expenses, the expenses will not be reimbursed.

5.5 **Advance on Salary** Subject to the payment of a fee in the amount of USD 25 for each applicable advance, Customer may instruct VICKEY Group to provide Consultant with an advance on any salary or expenses hereunder.

5.6 **Termination.** Either party may terminate this Scope of Work upon thirty (30) days prior written notice, or such other period otherwise required for VICKEY

Group to terminate Consultant’s engagement with VICKEY Group in accordance with applicable law.

**5.7 Labor Provisions.** Current and future provisions of local labor law, collective labor agreements, and tax legislation in the country where work is being provided shall be applied and included in all invoices. The Consultant will be informed of and asked to respect Customer’s internal policies and guidelines. However, as employee and/or contractor of VICKEY Group, in case of conflict between the internal policies or guidelines of VICKEY Group and those of Customer, Customer acknowledges and accepts that the Consultant must in priority observe VICKEY Group’s internal policies, procedures and guidelines.

If the employment agreement is not signed by the start date, the start date will be delayed to the date of employee agreement signature or later.

IN WITNESS WHEREOF, the Parties have duly executed this Scope of Work as of the SOW Effective Date.

**VICKEY GROUP MEMBER**

**CUSTOMER**

VICKEY Group

CUSTOMER COMPANY

By: ACCOUNT MANAGER

By: CUSTOMER NAME

Name: AUTHORITY

Name: USER NAME

Title: CEO and co-founder

Title: USER TITLE

Date: SIGN DATE

Date: CUSTOMER SIGN DATE