

Contract of Employment

This Contract of Employment ("Contract") is made and entered into on June 15, 2025, by and between:

- Employer: InnovationHub Solutions, LLC, an entity organized under the laws of Texas, with its primary place of business at 789 Tech Center, Austin, TX 78701 ("Employer").
- Employee: Catherine Davis, residing at 101 Pine Lane, Dallas, TX 75201 ("Employee").

1 Employment Position and Duties

The Employer shall employ the Employee in the capacity of a Project Manager. The Employee is responsible for planning, executing, and finalizing projects according to strict deadlines and within budget. This includes directing the activities of project team members and ensuring effective communication throughout all project phases. The Employee shall devote their full attention and abilities to the performance of their duties.

2 Salary and Compensation

The Employee's annual salary shall be USD 80,000, paid semi-monthly. Such salary shall be subject to all lawful deductions for federal and state taxes, Social Security, and other applicable withholdings.

3 Regular Working Hours

The Employee's regular work week shall consist of 40 hours, generally Monday through Friday. The Employer reserves the right to require overtime work as necessary to meet business demands. Overtime work shall be compensated in compliance with federal and state wage and hour laws.

4 Paid Time Off

The Employee shall be eligible for 20 days of paid time off per year, which includes both vacation and personal days. Time off requests must be submitted to and approved by the Employee's supervisor in advance. Any unused paid time off may not be carried over to the following year unless expressly agreed to in writing by the Employer.

5 Sick Leave Policy

The Employee is eligible for 5 days of paid sick leave annually. The Employee may use sick leave for personal illness, injury, or medical appointments. The Employee must provide reasonable notice to the Employer when taking sick leave, unless prevented by unforeseen circumstances.

6 Termination of Employment

This Contract may be terminated by either the Employer or the Employee upon 30 days' written notice. The Employer may terminate the Employee's employment immediately for just cause, including but not limited to, theft, dishonesty, insubordination, or gross negligence. In the event of termination without just cause by the Employer, the Employee shall be entitled to two weeks of severance pay for each completed year of continuous service.

7 Confidentiality Obligations

The Employee agrees to maintain the confidentiality of all proprietary information, trade secrets, customer data, and other sensitive information of the Employer during and after the Employee's employment.

8 Non-Competition Clause

For a period of one year following termination, the Employee shall not engage in any business activity that directly competes with the Employer within a 75-mile radius of any of the Employer's business locations.

9 Limitation of Liability Clause

To the maximum extent permitted by applicable law, the Employer shall not be liable for any indirect, incidental, special, or consequential damages, including loss of profits, arising out of or related to the Employee's employment.

10 Applicable Law

This Contract shall be governed by and construed in accordance with the laws of the State of Texas.

11 Arbitration Clause

Any dispute arising out of or related to this Contract shall be resolved through binding arbitration in Travis County, Texas, under the rules of the American Arbitration Association.

12 Complete Agreement

This Contract constitutes the complete and exclusive statement of the agreement between the parties and supersedes any and all prior agreements or understandings, whether oral or written.

IN WITNESS WHEREOF, the parties have executed this Contract on the date first above written.

Employee Signature

Employer Signature

Date