

Standard Operating Procedures

07/13/2018



Introduction: This document shall provide Best practices and internal procedures for the safe operation of Small unmanned aerial vehicles (AKA sUAS's, AKA MAV's, AKA UAV's AKA Drone's) in all of the environments it may be asked to participate in a mission (AKA "work order") for Star drone. Not all of these instructions may be appropriate for all situations in which any case does not seem to apply or wherein any and all doubt or questions exist, should be turned over to the Manager on duty for an answer. The guiding principle is "IF IN DOUBT ASK BEFORE YOU DO ANYTHING".

Personnel Definitions:

Manager on duty: (salary 100k/annum +benefits)

The manager on duty shall be the personnel responsible for the assignment of the daily work orders, the hiring and firing of personnel, and general marketing and accounting for the operation of Star drone for an entire stores operation. This person must possess the following qualifications.

1. Part 107 FAA license.
2. 20/20 corrected Vision
3. Be able to communicate clearly and effectively in a team environment with demonstrated leadership skills with both the public and corporate populations. *Preference for EMS personnel, military, or law enforcement shall be given for their unique quality of organizational structure.
4. Must possess no felony convictions and be able to receive clearance waivers from the FAA for flights.
5. Be able to pass a urine analysis, or hair follicle pre employment drug screen.
6. Have no moving violations on their driving record for the past 3 years.

7. Able to work any shift assigned in 9 hour blocks between the hours of 30 minutes prior to sunrise and 30 minutes after sunset as these are the permissible hours of operations sans waiver from the FAA.

8. Must possess knowledge and ability to use or willingness to learn appropriate modern applications of software such like Drone deploy, Pix 4d, Photoshop, work through the cloud such like Google docs, and email with general Windows Operating system knowledge, and a thorough understanding of Photogrammetry.

9. They must possess a baccalaureate from an institution of higher education within the USA.

*Preference shall be given for an MBA.

10. Knowledge of general ledger, Accounts payable/ Accounts Receivable.

11. Demonstrated marketing capabilities both online and in person.

12. They must be willing to perform any duties assigned.

Pilot in Command: (salary \$20/hour or 40K per annum +benefits)

The pilot in command (AKA PIC) shall be the personnel responsible for all other personnel involved on any work order (themselves, visual observer, the public etc.) . They shall be the Record of flight operator and key personnel to the execution of Star drone. They shall drive the vehicle to the destination while going over verbally the preflight requirements. Prior to leaving the bay they and the visual observer shall have a pre flight checklist to fulfill. This person MUST possess the following qualifications:

1. Part 107 FAA License.

2. 20/20 corrected Vision

3.Be able to communicate clearly and effectively in a team environment with demonstrated leadership skills with both the public and corporate populations. *Preference for EMS personnel, military, or law enforcement shall be given for their unique quality of organizational structure.

4. Must possess no felony convictions and be able to receive clearance waivers from the FAA for flights.

5.Be able to pass a urine analysis, or hair follicle pre employment drug screen.

6. Have no moving violations on their driving record for the past 3 years.

7. Able to work any shift assigned in 9 hour blocks between the hours of 30 minutes prior to sunrise and 30 minutes after sunset as these are the permissible hours of operations sans waiver from the FAA.

8. Must possess knowledge and ability to use or willingness to learn appropriate modern applications of software such like Drone deploy, Pix 4d, Photoshop, work through the cloud such like Google docs, and email with general Windows Operating system knowledge, and a thorough understanding of Photogrammetry. *Preference for a baccalaureate will be given regardless of field as it is a

demonstration of train ability.

9. They must be willing to perform any duties assigned.

Visual Observer: (\$15/hour or 30k/annum +benefits)

The visual observer shall be the second portion of the two person team missions. This persons responsibility shall be to observe the flight at all times monitoring for any safety issues that may arise especially while the Pilot in command is utilizing "first person maneuvers". They shall cordone off the landing and launching pad and handle any bystander questions that may arise during flight so the pilot can maintain focus on the drone. They should understand the inherent risk associated with flight operations and be able to inform the public in a professional manner to maintain safety at all times. The ancillary tasks for the visual observer are to assist in the return drive and to record all flight information for the logs. They shall maintain and secure all equipment signing it in and out with the dispatch. This person will be responsible for washing the unit vehicle at the end of every shift. This person must possess the following qualifications:

1. Desire to eventually obtain a part 107 license and become a PIC.
2. 20/20 corrected vision.
3. Be able to communicate clearly and effectively in a team environment with demonstrated leadership skills with both the public and corporate populations. *Preference for EMS personnel, military, or law enforcement shall be given for their unique quality of organizational structure.
4. Must possess no felony convictions.
5. Be able to pass a urine analysis, or hair follicle pre employment drug screen.
6. Have no moving violations on their driving record for the past 3 years.
7. Able to work any shift assigned in 9 hour blocks between the hours of 30 minutes prior to sunrise and 30 minutes after sunset as these are the permissible hours of operations sans waiver from the FAA.
8. Must possess knowledge and ability to use or willingness to learn appropriate modern applications of software such like Drone deploy, Pix 4d, Photoshop, work through the cloud such like Google docs, and email with general Windows Operating system knowledge, and a thorough understanding of Photogrammetry. *Preference for a baccalaureate will be given regardless of field as it is a demonstration of train ability.
9. They must be willing to perform any duties assigned.

Dispatcher: (\$20/hour or 40k/annum +benefits)

The dispatcher shall be the key personnel responsible for intaking all phone calls, email and correspondence and assigning flight crews to work order "missions" via a computer dispatch system. They shall be responsible for maintaining the equipment logs of the crews as they come on and off shift. The dispatcher must possess the following:

1. Be able to communicate clearly and effectively in a team environment with demonstrated leadership skills with both the public and corporate populations. *Preference for EMS personnel, military, or law enforcement shall be given for their unique quality of organizational structure.
2. Must possess no felony convictions.
3. Be able to pass a urine analysis, or hair follicle pre employment drug screen.
4. Be able to multitask in a fast paced environment.
5. Be a "friendly face" for the public dressed in professional attire and manner at all times.
6. Be able to utilize a computer aided dispatch log system, nextels and general communications devices. *Preference will be given to Social media marketing professionals adept in data analytics and social media campaigns as well as multilingual capabilities.
7. Willingness to work from 9am-5pm Monday through Friday.
- 8.. They must be willing to perform any duties assigned.

Attorney: (100k per annum or retainer contingent +benefits)

This person shall be the key personnel responsible for overseeing all Legal aspects of Star drone and representing the company on any and all matters assigned. This person must possess the following:

1. A jurisprudence doctorate with special attention towards aircraft law with some human resources and personal injury background as well. Demonstrated knowledge of obtaining waivers for flight.
2. A part 107 license or willingness to obtain.
3. Be able to communicate clearly and effectively in a team environment with demonstrated leadership skills with both the public and corporate populations. *Preference for EMS personnel, military, or law enforcement shall be given for their unique quality of organizational structure.
4. Must possess no felony convictions.
5. Be able to pass a urine analysis, or hair follicle pre employment drug screen.
- 6.. They must be willing to perform any duties assigned.
7. They must be willing to work 9-5 Monday through Friday.

Accountant: (\$25 per hour or 50K per annum +benefits)

This person shall be the key personnel responsible for overseeing all Accounting aspects of Star drone and the final authority on any general ledger issues whether its tax or AP/AR. This person must possess the following:

1. A Certified public accountant (CPA) license.
2. A part 107 license or willingness to obtain.
3. Be able to communicate clearly and effectively in a team environment with demonstrated leadership skills with both the public and corporate populations. *Preference for EMS personnel, military, or law enforcement shall be given for their unique quality of organizational structure.
4. Must possess no felony convictions.
5. Be able to pass a urine analysis, or hair follicle pre employment drug screen.
- 6.. They must be willing to perform any duties assigned.
7. They must be willing to work from 9-5 Monday through Friday.

Organizational Chart:



The organizational chart envisions a modus operandi in similitude towards an EMS structure. With the CEO Brendan Lynch at the top with the ancillary staff placed above the field staff and each office functioning in a state area coverage point placing the interests of Star drone to become a leader in the field of drone services eventually leading towards Initial public offering as a national corporation.

Daily Operations:

For the success of the organization as a whole it is imperative that each part performs their respective functions and daily duties. To this end the following are the daily assigned duties of each position. Not to be construed in any way as all inclusive. Duties, within reason of the nature and scope of position, may be assigned as delegated by the above organizational chart.

Manager on duty: The manager on duty will have All PIC's and Visual observers, assigned to a unit and presented on the board in writing prior to their arrival for shift. They will also have the specific drone serial numbers assigned to each unit, gas card, nextel cell phone, keymap, batteries in sufficient amount for their missions prepared for dispatch to dispense prior to the PIC's and visual observers arrival. Every Monday at 7am the work schedule for the following 2 weeks shall be posted on the Dispatch office wall by the Manager on duty. The manager on duty will conduct a daily log of all vehicular maintenance issues scheduling a rotation of units as appropriate and contacting vendor suppliers for the cars and drones and office supplies. Daily AP/AR reconciliation memo's shall be turned in to the accountant. Scheduled interviewing for PIC/Visual observer's shall be conducted once a week as necessary by the MOD. The MOD shall function as the point of contact for all business for their assigned territories (state) seeking to further any interested contacts to the Attorney's office as appropriate. Only the manager on duty shall have entry access keys to both the office and the "cage" (storage room) for the equipment and shall not delegate that key to anyone upon grounds for termination. Only the Manager on duty is to be present in the cage for any reason whatsoever at any time. The manager on duty is expected to have a "first one in & last one out" mindset in regards to time on the clock. The manager on duty shall perform as needed as a PIC or visual observer in case of "call off's". When not occupied with interviews or daily fiscal charting the MOD is expected to perform marketing for Star drone contacting business's and individuals to obtain new business. The remuneration for any successful negotiated and paid contract to the company is set at 10% of the NET amount after all required costs and deductions and taxes are removed payable to the MOD directly for the length of contract signed and approved and executed and paid to star drone. The MOD shall maintain dress code at all times.

Pilot in Command: The pilot in command is to arrive at the station within a window of 7 minutes prior to and 7 minutes after the scheduled time to start. Beyond these times it is considered late or too early. The first priority upon beginning work for the PIC is to locate and sign for all equipment left out by the MOD. The PIC is to inspect the drone and phone and other assigned equipment for any damage from the previous user and notate it and bring it to the attention of the MOD. Upon bringing the equipment to the

vehicle the PIC is to inspect the vehicle for any signs of damage from the previous driver, check tire pressure, gas level, oil level, beginning miles for the day, and the thorough cleanliness of the unit. The PIC is to locate the partnered Visual observer and both are to sign the logs for both the equipment and the vehicles condition and serial numbers etc. Both PIC and the Visual observer are to turn their documentation into the dispatcher prior to leaving out on their first mission. While awaiting their first mission the PIC is free to rest or use the company vehicle to a radius of 10 miles from the office but must maintain their communication with the office at all times and receive permission from dispatch prior to leaving the station. The PIC is responsible for having the assigned nextel on their person at all times. After receiving a mission the PIC shall depart with the visual observer and proceed to the location for flight. They shall denote the following upon their report:

Enroute Time, Arrival time on scene, Time beginning the flight, Time the flight ends, Time the PIC has finished and is ready to return to station for processing or next assignment. The beginning and ending miles of the trip to and from the office are to be recorded as well. Payment if given in person is to be notated and received and signed for by the PIC.

The PIC shall obey all Laws at all times. The PIC shall not permit anyone else but themselves to use the drone or equipment for any reason whatsoever. The PIC shall obtain permission from the MOD to fly over water or any other hazardous terrain wherein a "fly away" or "loss of signal" will result in the utter destruction of the drone even from low altitudes.

The PIC is responsible for understanding and implementing ALL FAA STANDARDS AT ALL TIMES. Failure to adhere to this is grounds for termination immediately and a report being sent to the FAA.

The PIC at the end of the mission may be required to perform processing of the data obtained (pix 4d ,photoshop, etc.). The PIC is free to split the required processing time alternating every other mission file that requires it with the Visual observer. The processing may be done at the office only due to sensitivity of flight data.

While not on mission prior to resting for the next mission all processing must be completed. No one shall be permitted to finish their shift without turning in the finished data product to the MOD. Failure to comply will result in immediate termination. The PIC is given sufficient time to process the data (approximately 3 hours per request).

The PIC shall drive courteous and engage with the public and other employees in a professional manner befitting the company, remembering they represent the future of aviation. No one is allowed in company vehicles except company personnel.

At the end of shift the PIC shall return all equipment to the Dispatch or MOD for storage along with all documentation.

The PIC shall maintain dress code at all times.

Visual observer: The visual observer is to arrive at the station within a window of 7 minutes prior to and 7 minutes after the scheduled time to start. Beyond these times it is considered late or too early. The first priority upon beginning work for the Visual Observer is to locate and sign for all equipment left

out by the MOD. The Visual observer is to inspect the drone and phone and other assigned equipment for any damage from the previous user and notate it and bring it to the attention of the MOD. Upon bringing the equipment to the vehicle the Visual Observer is to inspect the vehicle for any signs of damage from the previous driver, check tire pressure, gas level, oil level, beginning miles for the day, and the thorough cleanliness of the unit. The PIC is to locate the partnered PIC and both are to sign the logs for both the equipment and the vehicles condition and serial numbers etc. Both PIC and the Visual observer are to turn their documentation into the dispatcher prior to leaving out on their first mission. While awaiting their first mission the Visual Observer is free to rest or use the company vehicle to a radius of 10 miles from the office but must maintain their communication with the office at all times and receive permission from dispatch prior to leaving the station. After receiving a mission the PIC shall depart with the visual observer and proceed to the location for flight. They shall denote the following upon their report:

Enroute Time, Arrival time on scene, Time beginning the flight, Time the flight ends, Time the PIC has finished and is ready to return to station for processing or next assignment. The beginning and ending miles of the trip to and from the office are to be recorded as well. Payment if given in person is to be notated and received and signed for by the PIC.

The Visual observer shall obey all Laws at all times. The visual observer shall not permit anyone else but themselves to use the drone or equipment for any reason whatsoever. No one is allowed in company vehicles except company personnel.

The PIC is responsible for understanding and implementing ALL FAA STANDARDS AT ALL TIMES. Failure to adhere to this is grounds for termination immediately and a report being sent to the FAA. The visual observer shall set up the safety cones for the launch site. And make certain the area is clear of any obstructions either to the PIC or to the Visual observer. During flight the Visual observer is to constantly scan the area of the drone for any signs of bird strikes impending or other disastrous obstacles. If found the Visual observer is to immediately inform the PIC.

The PIC at the end of the mission may be required to perform processing of the data obtained (pix 4d ,photoshop, etc.). The PIC is free to split the required processing time alternating every other mission file that requires it with the Visual observer. The processing may be done at the office only due to sensitivity of flight data.

While not on mission prior to resting for the next mission all processing must be completed. No one shall be permitted to finish their shift without turning in the finished data product to the MOD. Failure to comply will result in immediate termination. The PIC and visual observer are given sufficient time to process the data (approximately 3 hours per request).

The Visual observer shall drive courteous and engage with the public and other employees in a professional manner befitting the company, remembering they represent the future of aviation.

At the end of shift the Visual Observer shall return all equipment to the Dispatch or MOD for storage along with all documentation.

The Visual Observer shall maintain dress code at all times.

Dispatcher: The dispatcher is an essential component of the star drone team. The dispatcher is to arrive at the station within a window of 7 minutes prior to and 7 minutes after the scheduled time to start. Beyond these times it is considered late or too early. The first priority upon beginning work for the Dispatcher is to locate and collect signatures for all equipment left out by the MOD by the PIC's and visual observers and to file the paperwork. After inputting all the crews into the dispatch system and dispatching them to their first calls, the dispatcher shall make certain all the invoices and work orders are filled out and printed and sent to the mail to the appropriate departments. The dispatcher shall then hand deliver to the MOD any incident reports and to the attorney. The dispatcher shall then follow up on all social media accounts, emails, and telephone calls as appropriate as well as maintain the phone system intaking all calls. At the end of the shift the Dispatcher shall place all Receipts, Checks, monies, gathered from all PIC's into the accountants basket with photocopies into the MOD's basket. The dispatcher will maintain the end of shift logs signing back in the equipment, gas card, nextels and keys from the PIC's and visual observers as well as any processed data portable drives, flash drives (and placing them in envelopes to be mailed or hand delivered). The dispatcher is to be relieved by the MOD, or a PIC resting awaiting their next mission, for lunch and breaks as time permits.

Attorney: The attorney is an essential component of the star drone team. The attorney is to arrive to the station within a window of 7 minutes prior to and 7 minutes after the scheduled time to start. Beyond these times it is considered late or too early. The first priority for the attorney upon arrival is to Request or finalize any FAA waivers. After completing these the attorney is to prepare all legal briefs and attend daily corporate board meetings to represent the Company in all legal aspects. Autonomy is granted for this position and after the daily board meetings the attorney is free to work remotely from home, the courthouse or any other appropriate place such like a Starbucks as long as the requisite 40 hours per week is completed and documented with the accountant subject to an inventory review of hours by outside comparative firms, or software knowledgeable in the time requisites for law practice. (meaning being logged into the portal and timed & monitored for the duration by outside firms for appropriate activity reflective of work performed.)

Accountant: The accountant is an essential component of the star drone team. The accountant is to arrive to the station within a window of 7 minutes prior to and 7 minutes after the scheduled time to start. Beyond these times it is considered late or too early. The first priority for the accountant upon arrival is to collect all invoices and work orders and any monies and file or deposit as appropriate, while updating the general ledger and preparing any and all relevant tax and financial planning aspects of the company prior to the daily board meeting. . Autonomy is granted for this position and after the daily board meetings the accountant is free to work remotely from home, the bank or any other appropriate place such like a Starbucks as long as the requisite 40 hours per week is completed and documented with the MOD subject to an inventory review of hours by outside comparative firms, or software knowledgeable in the time requisites for accounting. (meaning being logged into the portal and timed & monitored for the duration by outside firms for appropriate activity reflective of work performed.)

Dress code:

For all personnel except the CEO, the following is the required dress code:

In order to maintain a professional workplace professional attire is required. No visible tattoos are to be permitted at any time by anyone. Men shall arrive to work shaved, with hair groomed and kept. Women shall arrive to work with reasonable makeup (dark eyeshadow eye liner red lipstick blush and foundation. No bright or extravagant colors.) as determined by the MOD and one set of earrings with hair groomed and kept. No other earrings are to be worn by anyone in any body part visible (no earrings for men at all). After this general dress code, above for guidelines, the particular dress code is to be determined by position.

Manager on duty or PIC's for men: Is a pair of black slacks (Dockers or similar brand), the company BLACK polo shirt, a black belt and black non slip work boots and a sports watch (with direction and timing). During the winter time it is permissible to wear a jacket approved by the MOD with no other company logos present, or the company sweater.

Manager on duty or PIC's for women: Is a knee length black skirt,^b The company BLACK polo shirt, and black non slip boots or shoes with a lady's sports watch (with direction and timing). During the winter time it is permissible to wear a jacket approved by the MOD with no other company logos present, or the company sweater.

Visual observers men: Is a pair of black slacks (Dockers or similar brand), the company WHITE polo shirt, a black belt and black non slip work boots and a sports watch (with direction and timing). During the winter time it is permissible to wear a jacket approved by the MOD with no other company logos present, or the company sweater.

Visual observers women: Is a knee length black skirt, Panty hose, The company WHITE polo shirt, and black non slip boots or shoes with a lady's sports watch (with direction and timing). During the winter time it is permissible to wear a jacket approved by the MOD with no other company logos present, or the company sweater.

Dispatcher for men: Is a pair of black slacks (Dockers or similar brand), the company BLUE polo shirt, a black belt and black non slip work boots and a sports watch (with direction and timing). During the winter time it is permissible to wear a jacket approved by the MOD with no other company logos present, or the company sweater.

Dispatcher for women: Is a knee length black skirt, Panty hose, The company BLUE polo shirt, and black non slip boots or shoes with a lady's sports watch (with direction and timing). During the winter time it is permissible to wear a jacket approved by the MOD with no other company logos present, or the

company sweater.

Attorney for men: Whatever is required for when court proceedings (suit & tie etc.).... Otherwise for when present in the office or on the clock working remotely for men: : Is a pair of black slacks (Dockers or similar brand), the company GREY polo shirt, a black belt and black non slip work boots and a sports watch (with direction and timing). During the winter time it is permissible to wear a jacket approved by the MOD with no other company logos present, or the company sweater.

Attorney for women: Whatever is required for when court proceedings (pantsuit, dress etc.).... Otherwise for when present in the office or on the clock working remotely for women: Is a knee length black skirt, Panty hose, The company GREY polo shirt, and black non slip boots or shoes with a lady's sports watch (with direction and timing). During the winter time it is permissible to wear a jacket approved by the MOD with no other company logos present, or the company sweater.

Accountant for men: for when present in the office or on the clock working remotely for men: Is a pair of black slacks (Dockers or similar brand), the company GREY polo shirt, a black belt and black non slip work boots and a sports watch (with direction and timing). During the winter time it is permissible to wear a jacket approved by the MOD with no other company logos present, or the company sweater.

Accountant for women: for when present in the office or on the clock working remotely for women: Is a knee length black skirt, Panty hose, The company GREY polo shirt, and black non slip boots or shoes with a lady's sports watch (with direction and timing). During the winter time it is permissible to wear a jacket approved by the MOD with no other company logos present, or the company sweater.

In essence the individuals should be identifiable by the color of their shirt at a distance as to their occupational standing inside the company to make it easier to identify and to create a cohesive unit.

Each company shirt should be stenciled with their name and their occupational title and the number of years with the company.

No smoking is permitted at any time in uniform anywhere.

Code of conduct:

In order to establish a harmony within the company and promote a healthy exterior relationship with the public star drone employees will adhere to a code of conduct stipulated herein.

1. All star drone employees shall remain professional at all times and refrain from sexist, or racist statements, or discriminatory remarks, or religious defamation of any kind whatsoever. Failure to comply at any time is grounds for immediate termination with a zero tolerance policy.
2. All star drone employees shall refrain from alcohol and drugs while on the clock for any reason (with the exception of prescribed medications from a lawfully empowered medical doctor). Further all star drone employees shall refrain from alcohol consumption 8 hours prior to shift and are subject to random

alcohol and drug screening for any reason whatsoever.

3. All star drone employees shall NOT engage with relationships on the company time. Fraternization is not permitted to prevent corporate drama from ensuing. Anyone suspect of engaging in a relationship shall not be permitted to work alongside their counterpart and a reduction of employment hours or change in the schedule may be mandated as a result, at the discretion of the MOD and the Attorney.

4. All star drone employees shall drive safely obeying all traffic laws. Reports of unkind or unsafe driving are taken seriously and the vehicles themselves are monitored by dispatch. Any complaints shall be turned over to the MOD for suitable punishment including up to termination for serious enough infractions. All traffic tickets are the responsibility of the driver. Star drone will turn over all requested information to any law enforcement officials at their request.

5. All star drone employees shall answer the phone with the following "Thank you for choosing star drone, this is (ex. PIC Smith) _____ (insert name and occupation) how may I help you?"

6. No Crew is to be separate from their partner for any reason. The PIC and Visual observer are to remain together for the duration of their shift.

7. The driver of the vehicle chooses the radio station if any and may play the music to a volume setting agreeable to both people.

8. There is never to be any horseplay, roughhousing or other physical interaction between employees for any reason. Infraction of this rule is grounds for termination.

9. While in the office everyone will keep their voices down to permit the dispatcher to perform their duties on the phone.

10. Unless the equipment is assigned to youdo Not touch it. Period.

11. NO ONE shall interrupt a board meeting for any reason whatsoever.

12. All food and drink left in the company refrigerator shall be clearly marked as to its owner and shall be subject to being thrown away if left overnight and is found by the dispatcher without reservation. THE REFRIGERATOR SHOULD BE EMPTY EVERY NIGHT.

13. While consuming food chew with your mouth closed and refrain from vulgar conversations that may upset the dining of your fellow employees.

14. NO ONE shall download ANYTHING on to the company computers without the prior approval of the MOD. Use the company video game console and TV for that for your downtime people.

15. The hose and bucket and car wash supplies are to be returned to the MOD at the end of the shift and placed back into the cage. Cars are not washed on rainy days.

16. Office supplies are for the office. No one is permitted to print off their personal reports or papers etc, without the express permission of the MOD (under 5 pages) nor is anyone to "take home" office supplies.

17. We shall have a quarterly strike system for minor infractions. Restarting every quarter on the first of the month, everyone sets to zero infractions. Three infractions is subject to termination. An example of a minor infraction is showing up 10 minutes late because of traffic. It is understandable that these things occur however to prevent any recurrence the system is in place. Infractions shall be maintained in the personnel files regardless of the count, for reference and promotional considerations.

18. All beverages inside vehicles shall have lids on them at all times. Food is not to be eaten inside the company vehicles.

19. Only the MOD may lock up the office.

Employment: All Star drones employees are considered "at will" employees and are not given positions under contract. No one in the company with the exception of the CEO may offer a contracted position and unless specifically affirmed and signed to that effect are considered non contractual. Nothing should be construed in any way as an offer of contractual employment.

Full time employment: Means to be scheduled for at least 36 hours per week up to 40 hours per week Monday thorough Friday excluding lunches and breaks or 72 to 80 hours per two week period. Only employees classified as full time are eligible for benefits of any kind with the company. This employment shall receive a scheduled salary on the 1st and the 15th via direct deposit.

Part time employment: Means to be scheduled less than 36 hours per week Monday through Friday excluding lunches and breaks. Employees classified as part time are not granted any benefits whatsoever. This employee shall receive an hourly rate paid on the 1st and the 15th via direct deposit.

Contractual employment: Means to be governed for employment subject to a written contract by the attorney and executed by the CEO. Benefits are negotiable under contract. This employee shall receive their contractual payments per the written contract.

All employment law posters shall be displayed in the break room. OSHA, FMLA, EPPA, equal employment, Workman's compensation etc. No one shall touch or modify these posters in any way whatsoever. Infraction of this rule is subject to immediate termination without question.

Weather dependent business: Because of the nature of this business we are not able to fly in inclement weather. All schedules for PIC's and visual observers, are subject to weather reports. PIC's and visual observers are subject to recall for their hourly shifts out of the field to be reassigned to either processing data and or marketing during inclement weather until such time they can return to flights.

Vehicle checklist is to be found below:

Vehicle Checklist

Date: _____

PIC/VO Print names here: _____

Vehicle Number (license plate number): _____

Engine oil		
Coolant level		
Brake fluid level		
Steering fluid level		
Washer fluid level		
Washer and wipers		
Lights & horn		
Tyre tread & sidewalls		
Tyre pressures		
Wheel nuts secure		
Condition of battery		
Bodywk, glass, mirrors		
First aid kit contents		

BOTH PIC and Visual Observer Should sign for:

Fire extinguisher		
Clean & tidy?		
General mechanical condition (eg, How good are the brakes? Oil leaks?)		

Anything to report?

Defects	Preferred date for repair	Deadline for repair	Import- ance

The above inspection of the vehicle was performed by the undersigned whom agree that the vehicle is in good operating condition (if not notify MOD) and found to be ready for service with the aforementioned notated.

PIC Signature: _____

Visual Observer Signature: _____

Drone checklist is to be found below:

Drone Checklist

Date: _____

PIC/MOD Print names here: _____

Drone Number: _____

Pre-Flight Checklist			
Pilot in Command:		FAA Reg. No.:	Date:
Observer (Optional):		Location:	
UAS Model: DJI Phantom 3 Pro			
Purpose of Flight (Check 1): <input type="checkbox"/> Recreation <input type="checkbox"/> Commercial ⁽¹⁾ <input type="checkbox"/> SAR ⁽²⁾ <input type="checkbox"/> Other (Describe):			
NOTES: (1) - Commercial sUAS license required (2) - Authorization by applicable authority required			
Authorization for flight in restricted airspace: (Required for flight in restricted airspace only, otherwise N/A)			
Authorized by: _____ Title: _____			
A. Pre-Start Checklist			
Important: Complete all check list items in the order they are presented. If you cannot check off an item STOP! and correct the problem before continuing.			
No.	Item	Acceptable Condition	Sat.
1	Airspace	Unrestricted airspace or flight authorized	
2	Weather	Potential obstructions near intended flight path identified	
3	sUAS Airframe/Props	Visibility >= 3 miles/500 ft., Wind <= 15mph, Precip. - None	
4	sUAS Battery	No structural defects visible	
5	sUAS Battery	Sufficient for intended flight, not less than 75%	
6	Controller Battery	Sufficient for intended flight, not less than 75%	
7	Display Device Battery	Sufficient for intended flight	
8	Memory Card	Installed, sufficient memory space available for flight	
9	Observer	Present, briefed and ready (Only if designated, otherwise N/A)	
10	Camera Gimbal Lock	Removed	
11	Display Device	On	
12	Controller Power	On	
13	sUAS Power	On	
14	sUAS Status Lights	Flashing GREEN	
15	Camera Check	FPV camera view normal	
16	Compass Calibration	Compass calibrated for current location	
17	Flight Limits Set	Alt. <= 120 meters, Dist. <= 500 meters	
18	Flight Mode Set to GPS	Controller mode switch in "P", display status GREEN - RTF	
19	Take-Off Location	Clear for >= 25ft. radius, no overhead obstructions	
B. Motor Start Checklist			
No.	Item	Acceptable Condition	Sat
1	sUAS Motor Start	sUAS motors start and run at idle, no abnormal noise	
2	Home Point	Home Point Set	
3	Hover Check	Flight and Camera Gimbal control responses normal	
4	Flight Telemetry	Telemetry normal (Bat, Alt, Dist., etc.)	
READY FOR FLIGHT			
Notes:			

And post flight:

Landing/Post Flight Check List			
A. Landing Checklist			
No.	Item	Acceptable Condition	Sat
1	Landing Location	Clear for >=25ft. radius, no overhead obstructions	
B. Post-Flight Checklist			
No.	Item	Acceptable Condition	Sat
1	sUAS Power	Off	
2	Controller Power	Off	
3	Display Device Power	Off	
4	Camera Gimbal Lock	Installed	
5	Memory Card	Removed if image download desired. If flying in support of an incident response or SAR effort, ensure imagery is presented to the designated individual.	
Notes:			

PIC/MOD FAA License Number: _____

PIC/ MOD signature: _____

Equipment failures: Star drone recognizes that equipment failures shall occur from time to time. The item in need of repair shall be immediately reported to the MOD, Whom shall determine the safest and most cost efficient means necessary to implement a fix (e.g. tow truck necessary?). Our vehicle service provider for the continental united states shall be Firestone on a corporate account. All vehicular maintenance shall be done during the employees "downtime" in lieu of resting.

For drone repairs, most often it is cheaper to simply purchase a new drone. Hence determination shall be made to the normal life expectancy by the MOD, and beyond a "viable use" date of two years (because of the changing software etc.) the drone shall be resold to offset the cost of the purchase of the replacement (for a hobbyist to enjoy or for parts). If in the course of the manufacturers warranty the drone is defective then an attempt at replacement shall be made. If out of warranty yet prior to "viable use" then a replacement shall be sought rather than risk loss of signal flight failure.

Auto Accidents: In the event of an auto accident the first priority is to ascertain scene safety. Dial 911 and remove yourself if possible from any further dangerous situation. If injury has occurred remain calm. Remain calm regardless. These things happen in life. Even if the employee is found to be at fault, this

does not necessarily mean termination. If possible, gather the police statement, witnesses statements and contact information, and any other pertinent information you can if possible. Both the driver and the passenger shall be subject to a drug screen and blood alcohol screening. Take pictures of the scene if possible and save them on the company phone. Whoever was involved as an employee in any form with the accident needs to write out a complete step by step recollection of what happened on a company incident report, the same day if possible. Do not speak casually to anyone on the scene of the accident. Contact the company attorney immediately.

Company shirts: The company shirt shall be given to the employee upon receipt of signature for payroll deduction in the amount of 35 (thirty five) dollars (USD) to cover the cost of the shirt and the stenciling and the shipping. The shirt shall remain the property of the employee post employment.

The form below:

Authorization for Payroll deduction

I the undersigned due hereby authorize the deduction from my payroll by Star drone for the amount of thirty five (35) dollars (USD) for the purposes of purchasing a company shirt. I understand the shirt shall remain my property regardless of my employment status with the company Star drone.

Print Name: _____

Signature: _____

Witness Print Name: _____

Witness Signature: _____

Date: _____

Insurance Deduction: Due to the nature of the industry and the requirement for driving the company vehicle it is understood that the driver of the vehicle will be responsible for the insurance deductible in case of accident. It is the driver of the vehicle responsibility to drive safely at all times The deductible is one thousand (1,000) dollars (USD). This shall be deducted from the payroll due to the employee until it is paid in full in case of accident. The employee agrees with this and authorizes this payroll deduction to occur in case of accident.

The form below:

Authorization for Payroll deduction

I the undersigned due hereby authorize the deduction from my payroll by Star drone for the amount of one thousand (1000) dollars (USD) for the purposes of an insurance deductible payment upon any company vehicle being involved in an accident while I am driving it.

Print Name: _____

Signature: _____

Witness Print Name: _____

Witness Signature: _____

Date: _____

Sexual harassment: Anyone whom feels they have been sexually harassed is to make an official written incident report and present it to the Attorney immediately. All allegations shall be taken very seriously. The complaint can be filed upon anyone in the company. If the attorney is the one whom the complaint is against the filer shall make an official written incident report to the CEO directly. Unlawful behavior

shall be prosecuted. In the same token, Defamation of character, slander and libel are serious repercussions for false statements to which they shall be prosecuted as well.

Upon receipt of the incident report, the filer and the accused shall both be removed from the work schedule together pending an internal investigation outcome. Neither personnel are to speak to each other nor be alone together for any reason whatsoever during the investigation (if possible the petitioner is to be reassigned to an entirely new office). Neither personnel are to speak about the filing as other personnel are to be questioned in the investigation. Both personnel are advised to seek legal counsel for the inevitable court proceedings. Failure to comply with the internal company investigation is grounds for immediate termination.

Sexual harassment is defined as "the making of unwanted sexual advances, requests for sexual favors or obscene remarks, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when submission or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating hostile or offensive work environment."

-EEOC

Incident Report:

Incident Report

Name: _____

Date of Incident _____

Today's Date: _____

Narrative of what Happened?

Use more paper if necessary. Write As complete of a recollection a you can.

Signed: _____

Witness signature (print name as well):

For automatic renewal contracts: While Our principal contract duration shall be for a year period of time to account for cost of living adjustments and business increases, we shall offer our clients an ability to renew without having to go over the contract in full each year with an annual price increase to keep pace with the economic realities of business. The form is below:

Automatic Renewal of Contract

Star Drone is willing to provide a promulgation and extension of the contract signed by both parties by and between Star Drone LLC and _____.

The annual increase is 10% to the total billing base price.

For example if a per diem was \$500 for the year 2017, then in 2018 the per diem would be \$550, in fiscal year 2019 the per diem would be \$605 and so forth per year.

This permits Star Drone to continue to offer cost of living adjustment raises for employees, and maintain the fiscal necessities of business adjustments due to inflation and other mitigating reasons.

Both parties continue to agree to the services contracts and schedules, amendments and anything else associated with the services contract. This Automatic renewal of contract shall be enforced unless either party cancels the services contract in writing. This permits both parties to maintain and develop long term relationships without the need to constantly renew and review agreed to terms at expense and time consumption.

Name: Brendan Philip Lynch, CEO

Date: _____

Signature: _____

Name: _____

Date: _____

Signature: _____

Notary: _____

Cyber security: Certified Ethical hackers may be employed by star drone services to perform Penetration testing via drone reconnaissance and/or air gaped hacking, social engineering, etc. Of professional targets. All data acquired from this process shall remain the property of Star Drone services and shall be deleted as soon as completion of the project is realized, and the buyer of the services has been given their copy of the data. Authorization for a cyber security mission is only possible by the CEO and the attorney of Star drone. Only a MOD may fly a cyber security mission. The actual hacking shall be done by the CEH retained for the contract. A thorough vetting of any CEH is required prior to hiring for the contract. At no time is there to be any physical or electronic damage to any property owned by the

client. In essence the CEH is simply to be looking for weak spots in the clients systems. If any "backdoor", or "RAT's" or malware etc. Are to be found on the clients system, directly related to the actions of the CEH, after penetration testing, Star Drone shall help the client prosecute the CEH to the fullest extent of the law.