

## Memorandum of Understanding (MoU)

To join the Co-Builders Mastery Program

Between 5D HUB Tech,  
hereinafter referred to as "**Company**",

and \_\_\_\_\_,  
hereinafter referred to as "**Co-Builder**"

Position:

Effective Date: \_\_\_\_\_

The **Company** 5D HUB Tech (<https://5dhub.tech/>) is a developer of the B2B SaaS platform designed to automate the creation and operation of innovative and technological enterprises. It also serves as a technology provider for the ecosystem of product launches and startups. 5D HUB is a part of a Solar Smart City, a multibillion-dollar consortium, which is a project of 5D Group Ltd, a UK-based development company. The consortium builds technological IT-HUBS in emerging countries and encompasses twelve private companies and shareholders from the UK, Switzerland, Tanzania, South Africa, Kenya, France, USA, Canada, and Germany. These companies specialize in digital architecture and the Smart City Concept.

The 5D HUB Tech platform intends to develop automated tools for:

- **Education**: Engaging local residents from emerging countries in the online process of product development in global startups, with the purpose of acquiring new knowledge and mastering new skills.
- **Team Formation**: Forming and aligning distributed teams for enterprises and startups, emphasizing motivation, compensation, and retention strategies.
- **Product Management**: Providing workflows and access to ready-to-use online product management tools for launching products both online and offline.
- **Funding**: Supporting the launch and development of products in global startups through organized Endowment and Venture Capital funds, involving both local and global investors.

5D HUB Tech offers a 3-month Co-Builders Mastery Program ("**Program**") aimed at providing **Co-Builders** with an opportunity to immerse themselves in real business processes within global Startups and Enterprises, with the primary goal of learning and gaining experience in a real business environment.

The **Co-Builders Program** does not represent a traditional internship solely aimed at learning and gaining experience. Instead, it provides **Co-Builders** with the chance to be actively involved in real business processes within startups with additional opportunities to:

- Launch their own startup inside of 5D HUB infrastructure
- Join the efforts to launch a product to global markets.
- Receive job offers from 5D HUB corporate clients.
- Build their own professional network for future career endeavors.

Both parties acknowledge and understand the unique nature of the **Co-Builders Program** and agree to its terms and conditions outlined in this MoU.

The **Company** will actively facilitate **Co-Builders'** learning through a "curating approach" involves carefully selecting, organizing, and guiding **Co-Builders** through their learning experiences to maximize their growth and development, and development:

- **Tasks Explanation:** The curator provides clear explanations of tasks assigned to the **Co-Builders**.
- **Business Relevance:** The curator emphasizes the importance of each task to the overall business. They explain how completing the task contributes to the success of the project, the **Company's** objectives, or the satisfaction of the needs.
- **Solution Guidance:** The curator guides the **Co-Builders** on how to approach and solve the assigned tasks. They may offer insights into best practices, share relevant resources or tools, and provide suggestions on how to tackle challenges effectively.
- **Feedback Loop:** Throughout the **Program**, the curator maintains an open feedback loop with the **Co-Builders**. They provide regular feedback on the **Co-Builders** performance, highlighting areas of strength and areas for improvement.
- **Sprint Review:** At the end of each sprint or designated period, the curator conducts a review session with the **Co-Builders**.
- **Learning Reflection:** The curator encourages the **Co-Builders** to reflect on their learning experiences. They may ask reflective questions to help the **Co-Builders** identify lessons learned, skills gained, and areas for further development.

The **Company** disclaims responsibility for any direct or indirect actions of **Co-Builders** that may cause harm to the business. **Co-Builders** are not liable to the **Company** or its parties.

Upon completion of the 3-month **Program**, the **Company** or its affiliated parties may consider employment opportunities for **Co-Builders** or may assist in their job search.

The **Program** is unpaid, and neither party can demand compensation for work. However, the **Company** from time to time may offer optional additional services to **Co-Builders**, which do not affect their free base **Program** but can enhance its effectiveness, customer experience, and provide additional premium services. **Co-Builders** have the autonomy to make decisions regarding their participation in the free **Program** or purchasing additional paid services.

## 1. Responsibilities

1.1. The **Company** agrees to perform the following responsibilities:

- Provide clear objectives and expectations for the **Program** period.
- Assign a dedicated supervisor or curator to guide the **Co-Builder**.
- Offer opportunities for hands-on learning and skill development.
- Provide regular feedback on the **Co-Builder's** performance and progress.
- Ensure a safe and inclusive work environment.
- Offer exposure to various aspects of the organization or industry.
- Provide resources and support necessary for the **Co-Builder** to succeed.
- Offer networking opportunities and introductions to professionals in the field.
- Comply with all relevant labor laws and regulations regarding **Program**.
- Offer a certificate or letter of recommendation upon completion of the **Program**.
- To provide strategies and product vision to the **Co-Builders**.
- Provide all needed workflows and tools at 5D HUB platform (emails, chats, files, task manager, collaboration tools).
- To provide an access to **Company** contacts, docs & specs.
- To take into account suggestions and system requirements from the **Co-Builders** which are necessary to solve **Co-Builders's** tasks.
- Provide a workspace and compensation **Program** (if applicable) for the **Co-Builders**, as well as assign a role in accordance with the **Co-Builders** qualifications and activity within the **Company** and it's affiliates.

1.2. The **Co-builder** agrees to perform the following responsibilities:

- Dedicate a minimum of two hours per day to task completion.
- Attend strategic calls at least once a week.
- Maintain project documentation promptly and accurately.
- Be responsible and promptly notify supervisors of any changes and plans.
- Attend all meetings.
- Follow instructions and guidance from supervisors.
- Dedicate time to learning and understanding tasks related to the **Program**.
- Actively participate in work processes by completing assigned tasks.
- Follow instructions from mentors and participate in training sessions.
- Continuously improve professional skills through hands-on work and feedback.
- Maintain documentation and track progress on assigned projects.
- Utilize the 5D platform environment for work (project management, chats, docs, etc.).
- Respond to community inquiries and participate in community chats.
- Execute tasks in accordance with agreements and job instructions.

## 2. Requirements

2.1. The **Company** expects the candidate to meet the following expectations:

- Strong communication skills, both verbal and written.
- Ability to work independently and as part of a team.
- Eagerness to learn and take on new challenges.
- Attention to detail and organizational skills.
- Availability to commit to the **Program** schedule.

- Willingness to follow instructions and accept feedback.
- Legal eligibility to work in the **Program** location, if applicable.
- Demonstrates professionalism and adheres to workplace ethics.
- Shows respect for colleagues and supervisors.
- Displays a willingness to negotiate and collaborate effectively within a team setting.

### 3. Confidential Information

- 3.1. **Definition:** For the purposes of this Agreement, "Confidential Information" shall mean any non-public information, including but not limited to business plans, client information, financial information, proprietary technology, and trade secrets, disclosed by the **Company** to the **Co-Builder** during the **Program**.
- 3.2. **Obligations:** The **Co-Builder** agrees to maintain the confidentiality of all Confidential Information and not to disclose, reproduce, or use such information for any purpose other than the performance of duties as an **Co-Builder** for the **Company**.

### 4. Intellectual property rights

- 4.1. It is understood that during the **Program**, intellectual property may be created by the **Co-Builder**, and such intellectual property shall be subject to the terms of this agreement.
- 4.2. Subject to the terms and conditions contained herein, **Co-Builder** grants to **Company** and its parties a perpetual, irrevocable, royalty-free, fully-paid, nonexclusive, worldwide license, with no duty to account, to the **Co-Builder** Intellectual Property for unrestricted use for any purpose, either individually or in combination and both separately and as integrated into other capabilities, including without limitation the right to sublicense or otherwise authorize, implicitly or explicitly, third parties to exercise any or all such rights.

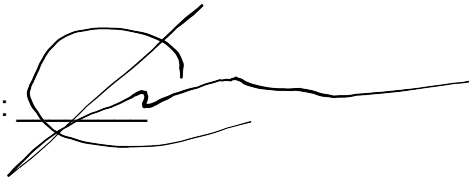
## 5. Signatures

5.1. IN WITNESS WHEREOF the Parties hereto have duly executed this Memorandum of Understanding effective as of the date first written above.

5D HUB Tech  
Serge Shilnow,  
CEO

[s.shilnow@5dhub.tech](mailto:s.shilnow@5dhub.tech)  
[Contact](#)

Signature: \_\_\_\_\_

A handwritten signature in black ink, consisting of a large, stylized 'S' followed by a horizontal line and a long, sweeping flourish.

**Co-Builders's** Full Name:

**Co-Builders's** email:

**Co-Builders's** phone:

**Co-Builders's** address:

Date: \_\_\_\_\_

Signature: \_\_\_\_\_