

EMPLOYEE HANDBOOK

Summit Digital Solutions, Inc.

Version 4.2 - 2023

1. INTRODUCTION

1 This Employee Handbook ("Handbook") sets forth the policies, procedures, and working conditions applicable to all employees of Summit Digital Solutions, Inc. ("Company"). This version 4.2 supersedes all previous versions and is effective as of January 1, 2023.

2 Nothing in this Handbook creates a contract of employment. Employment with the Company remains "at-will," meaning either the employee or the Company may terminate the employment relationship at any time, with or without cause or notice.

2. COMPANY OVERVIEW

1 Summit Digital Solutions specializes in enterprise digital transformation services, leveraging artificial intelligence, IoT integration, and process optimization to deliver measurable operational improvements for our clients.

2 Our mission is to accelerate digital transformation through innovative technology solutions while maintaining the highest standards of professional conduct and ethical business practices.

3. EMPLOYMENT POLICIES

1 Equal Employment Opportunity

The Company provides equal employment opportunities to all employees and applicants without regard to race, color, religion, sex, national origin, age, disability, genetic information, or any other protected characteristic.

2 Work Authorization

All employees must provide appropriate documentation establishing identity and employment eligibility in accordance with applicable immigration laws.

3 Classification of Employment

- Full-time: Employees regularly scheduled to work 40 hours per week

- Part-time: Employees regularly scheduled to work fewer than 40 hours per week
- Exempt: Salaried employees exempt from overtime requirements
- Non-exempt: Employees eligible for overtime compensation

4. COMPENSATION AND BENEFITS

1 Compensation

- Pay periods: Semi-monthly (1st and 15th)
- Direct deposit available and encouraged
- Annual performance reviews with potential merit increases
- Equity participation program for eligible employees

2 Benefits

- Medical, dental, and vision insurance
- 401(k) plan with company match up to 4%
- Flexible Spending Accounts (FSA)
- Life and disability insurance
- 20 days Paid Time Off (PTO) annually
- 10 paid holidays annually

5. WORKPLACE POLICIES

1 Confidentiality and Intellectual Property

Employees must protect confidential information and intellectual property, including but not limited to:

- Peak Performance Platform technology
- Client data and information
- Proprietary methodologies and frameworks
- Trade secrets and business strategies

2 Remote Work

- Hybrid work model available for eligible positions
- Minimum 2 days per week in office required
- Equipment and security protocols must be followed

3 Technology Use

- Company-issued devices must be used in accordance with IT policies
- No expectation of privacy on company systems
- Mandatory cybersecurity training quarterly

6. PROFESSIONAL CONDUCT

1 Code of Ethics

Employees must maintain highest standards of professional conduct:

- Client confidentiality
- Avoiding conflicts of interest
- Accurate record-keeping
- Compliance with all applicable laws and regulations

2 Anti-Harassment Policy

Zero tolerance for harassment or discrimination of any kind. Immediate reporting required to HR or management.

7. SEPARATION

1 Voluntary Resignation

Two weeks' written notice requested for voluntary resignations.

2 Return of Company Property

All company property must be returned upon separation, including:

- Technology equipment
- Access cards and badges
- Confidential materials
- Company credit cards

8. ACKNOWLEDGMENT

I acknowledge receipt of the Summit Digital Solutions Employee Handbook v4.2 and understand it is my responsibility to read and comply with the policies contained herein and any revisions made to it.

Employee Name: _

Employee Signature:

Date:

9. AMENDMENTS

1 The Company reserves the right to modify, revoke, suspend, terminate, or change any or all policies in this Handbook at any time, with or without notice.

2 Current version maintained on Company intranet. Employees responsible for reviewing updates.

Last Updated: January 1, 2023

Approved By: Sarah Blackwell, Chief Operating Officer

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