

WORKPLACE HARASSMENT PREVENTION POLICY

DeepShield Systems, Inc.

Effective Date: January 1, 2024

Policy Number: HR-2024-001

1. PURPOSE AND SCOPE

1. DeepShield Systems, Inc. ("Company") is committed to providing a work environment free from all forms of harassment, discrimination, and retaliation. This Policy applies to all employees, contractors, consultants, temporary workers, and other individuals performing services for the Company ("Covered Persons").

2. This Policy extends to all work locations, including Company offices, client sites, remote work environments, and any work-related settings outside the workplace, including business trips, conferences, social events, and electronic communications.

2. DEFINITIONS

1. "Harassment" includes any unwelcome verbal, visual, or physical conduct based on protected characteristics that creates an intimidating, offensive, or hostile work environment.

2. "Protected Characteristics" include race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, gender identity, veteran status, and any other characteristic protected by applicable federal, state, or local law.

3. "Sexual Harassment" encompasses unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature.

3. PROHIBITED CONDUCT

1. Examples of prohibited conduct include, but are not limited to:

- a) Offensive jokes, slurs, epithets, or name-calling
- b) Physical assaults or threats
- c) Intimidation, ridicule, or mockery
- d) Offensive objects or pictures
- e) Interference with work performance

- f) Unwelcome sexual advances or propositions
- g) Graphic verbal commentaries about an individual's body
- h) Sexually degrading words
- i) Display of sexually suggestive objects or pictures
- j) Cyberbullying or harassment through electronic means

4. REPORTING PROCEDURES

1. Any Covered Person who believes they have experienced or witnessed harassment should report the incident immediately to:

- a) Their immediate supervisor
- b) Human Resources Department (hr@deepshield.com)
- c) Ethics Hotline: 1-800-XXX-XXXX
- d) Chief People Officer
- e) Legal Department (legal@deepshield.com)

2. Reports may be made verbally or in writing and should include:

- a) Date(s) of incident(s)
- b) Description of the conduct
- c) Names of individuals involved
- d) Names of any witnesses
- e) Any supporting documentation

5. INVESTIGATION PROCEDURES

1. The Company will promptly investigate all reports of harassment in a thorough and impartial manner.

2. Investigations will be conducted with maximum possible confidentiality, sharing information only on a need-to-know basis.

3. All Covered Persons must cooperate fully in any investigation.

6. NON-RETALIATION

1. The Company strictly prohibits retaliation against any individual who:

- a) Reports harassment
- b) Participates in an investigation
- c) Opposes discriminatory practices
- d) Files an administrative charge or lawsuit

2. Any person found to have engaged in retaliation will be subject to disciplinary action, up to and including termination.

7. DISCIPLINARY ACTIONS

1. Violations of this Policy will result in appropriate disciplinary action, up to and including immediate termination of employment or service relationship.

2. Factors considered in determining appropriate discipline include:

- a) Severity of the conduct
- b) Prior violations
- c) Position of authority
- d) Impact on others
- e) Acceptance of responsibility

8. TRAINING AND EDUCATION

1. The Company will provide regular training on harassment prevention to all Covered Persons.

2. Additional specialized training will be provided to managers and supervisors regarding their responsibilities.

9. POLICY ADMINISTRATION

1. The Human Resources Department is responsible for administering this Policy.

2. This Policy will be reviewed annually and updated as necessary to ensure compliance with applicable laws.

10. ACKNOWLEDGMENT

I acknowledge that I have received, read, and understand DeepShield Systems, Inc.'s Workplace Harassment Prevention Policy.

Name: _

Title: _

Date: _

Signature: _

11. CONTACT INFORMATION

For questions regarding this Policy, contact:

Human Resources Department

DeepShield Systems, Inc.

Email: hr@deepshield.com

Phone: (XXX) XXX-XXXX

This Policy supersedes all previous policies and memoranda concerning harassment prevention.