

LEADERSHIP DEVELOPMENT PROGRAM GUIDELINES

Summit Digital Solutions, Inc.

Effective Date: January 1, 2024

Document Version: 2.0

1. PROGRAM OVERVIEW

1. Summit Digital Solutions, Inc. ("Company") has established these Leadership Development Program Guidelines ("Guidelines") to identify, develop, and retain high-potential employees for key leadership positions within the organization.

2. These Guidelines govern the structure, implementation, and administration of the Company's Leadership Development Program ("Program"), which aims to create a sustainable pipeline of qualified leaders capable of driving the Company's digital transformation initiatives.

2. ELIGIBILITY AND SELECTION

1. **Minimum Requirements**

- Minimum of three (3) years employment with the Company
- Consistent performance ratings of "Exceeds Expectations" or higher
- Bachelor's degree or equivalent experience in relevant field
- Demonstrated leadership potential through project management or team leadership
- No disciplinary actions within previous 24 months

2. **Selection Process**

- Annual nomination by Department Directors or above
- Completion of leadership assessment battery
- Interview with Leadership Development Committee
- Final approval by Executive Leadership Team

3. PROGRAM STRUCTURE

1. **Duration**

The Program consists of a 24-month structured development period with quarterly assessments and milestone reviews.

2. ****Core Components****

a) Technical Leadership Track

- Advanced AI/ML implementation methodologies
- Enterprise architecture design principles
- Digital transformation strategy development
- Innovation management practices

b) Management Development Track

- Strategic planning and execution
- Financial management and budgeting
- Team leadership and development
- Change management principles

3. ****Rotation Requirements****

Participants must complete minimum three (3) rotational assignments:

- Core business unit leadership role
- Innovation project leadership
- Client engagement leadership

4. MENTORSHIP AND COACHING

1. Each participant shall be assigned:

- Executive sponsor from Senior Leadership Team
- Technical mentor from participant's specialty area
- Professional development coach

2. Quarterly mentorship meetings must be documented and reviewed by Program Administrator.

5. EVALUATION AND ADVANCEMENT

1. ****Performance Metrics****

- Project delivery outcomes
- Leadership competency development
- Innovation contribution

- Team development effectiveness
- Client satisfaction ratings

2. ****Advancement Criteria****

- Successful completion of all program components
- Achievement of individual development goals
- Demonstration of Company values and leadership principles
- Business impact of assigned projects

6. PROGRAM ADMINISTRATION

1. ****Leadership Development Committee****

- Chief Digital Officer (Committee Chair)
- Chief Innovation Officer
- Senior VP of Human Resources
- Two (2) rotating Department Directors

2. ****Administrative Responsibilities****

- Program design and curriculum updates
- Participant selection and evaluation
- Resource allocation and budgeting
- Progress monitoring and reporting

7. CONFIDENTIALITY AND INTELLECTUAL PROPERTY

1. All program materials, methodologies, and content developed during the Program remain the exclusive property of the Company.
2. Participants must maintain strict confidentiality regarding proprietary information accessed during rotational assignments.

8. PROGRAM COMPLETION

1. Upon successful completion, participants will:

- Receive formal leadership certification
- Be eligible for accelerated promotion consideration

- Join Company's Leadership Alumni Network
- Qualify for enhanced retention benefits

9. MODIFICATION AND TERMINATION

1. The Company reserves the right to modify or terminate these Guidelines at any time, provided that such changes will not affect current program participants without minimum 90 days notice.

10. ACKNOWLEDGMENT

The undersigned acknowledges receipt and understanding of these Guidelines:

Participant Name: _

Title: _

Date: _

Program Administrator: _

Title: _

Date: _

11. APPROVAL

APPROVED by the Board of Directors of Summit Digital Solutions, Inc.

By:

Dr. Alexandra Reeves

Chief Executive Officer

Date: