

# STAKEHOLDER COMMUNICATION PLAN

**Summit Digital Solutions, Inc.**

*Effective Date: January 15, 2024*

*Document Version: 2.0*

*Classification: Confidential*

## 1. PURPOSE AND SCOPE

1. This Stakeholder Communication Plan ("Plan") establishes the framework and protocols for Summit Digital Solutions, Inc.'s ("Company") communications with its stakeholders regarding material business matters, corporate developments, and strategic initiatives.
2. This Plan applies to all communications between the Company and its stakeholders, including but not limited to: shareholders, employees, clients, vendors, regulatory bodies, industry partners, and the general public.

## 2. DEFINITIONS

1. "Material Information" means any information relating to the business and affairs of the Company that results in, or would reasonably be expected to result in, a significant change in the market price or value of the Company's securities.
2. "Authorized Spokespersons" means those individuals designated in Section 4.1 of this Plan who are authorized to communicate on behalf of the Company.
3. "Crisis Communication" means time-sensitive communications required in response to unforeseen events that could materially impact the Company's operations, reputation, or stakeholder relationships.

## 3. STAKEHOLDER IDENTIFICATION AND PRIORITIZATION

1. Primary Stakeholders
  - Shareholders and investors
  - Board of Directors
  - Employees and contractors
  - Enterprise clients

- Strategic technology partners
- Regulatory authorities

## 2. Secondary Stakeholders

- Industry analysts and media
- Professional associations
- Local communities
- Academic institutions
- Potential clients
- General public

## **4. COMMUNICATION PROTOCOLS**

### 1. Authorized Spokespersons

The following positions are designated as Authorized Spokespersons:

- Chief Executive Officer
- Chief Financial Officer
- Chief Technology Officer
- Vice President of Corporate Communications
- Investor Relations Director
- Their explicitly designated representatives

### 2. Communication Channels

- Corporate website and investor portal
- Secure client communication platform
- Internal employee communication system
- Press releases and media statements
- Regulatory filings
- Social media platforms (as approved)
- Direct stakeholder communications

## **5. COMMUNICATION GUIDELINES**

### 1. General Principles

a) All communications must be:

- Accurate and complete
- Consistent with corporate messaging
- Compliant with applicable regulations
- Protective of confidential information
- Timely and responsive
- Professional in tone and content

## 2. Approval Process

a) Routine Communications:

- Department head review
- Legal department clearance
- Final approval by relevant Authorized Spokesperson

b) Material Communications:

- Executive team review
- Legal department clearance
- Board of Directors notification
- CEO or designee final approval

## **6. CRISIS COMMUNICATION PROCEDURES**

### 1. Crisis Communication Team

- CEO (Team Leader)
- COO
- General Counsel
- VP of Corporate Communications
- Relevant department heads

### 2. Response Protocol

a) Initial Assessment (within 1 hour)

b) Stakeholder Impact Analysis (within 2 hours)

c) Communication Strategy Development (within 4 hours)

- d) Message Deployment (within 6 hours)
- e) Ongoing Monitoring and Updates (as needed)

## **7. COMPLIANCE AND MONITORING**

1. The Legal Department shall maintain records of all material communications.
2. Quarterly reviews of communication effectiveness shall be conducted by the Corporate Communications Department.
3. Annual audit of compliance with this Plan shall be performed by Internal Audit.

## **8. CONFIDENTIALITY**

1. All internal communications and draft external communications are confidential until publicly released through authorized channels.
2. Unauthorized disclosure of confidential information may result in disciplinary action and/or legal proceedings.

## **9. AMENDMENTS AND UPDATES**

1. This Plan shall be reviewed annually by the Corporate Communications Department and Legal Department.
2. Amendments require approval from the Executive Committee and notification to the Board of Directors.

## **10. EXECUTION AND APPROVAL**

IN WITNESS WHEREOF, this Stakeholder Communication Plan has been approved and adopted by the undersigned as of the Effective Date.

SUMMIT DIGITAL SOLUTIONS, INC.

**By:**

Dr. Alexandra Reeves

Chief Executive Officer

**By:**

Sarah Blackwell

Chief Operating Officer

APPROVED:

**By:**

Chairman of the Board

Summit Digital Solutions, Inc.

Date: January 15, 2024