

DeepShield Systems Employee Handbook 2023

1. Introduction and Purpose

1. This Employee Handbook ("Handbook") sets forth the policies, procedures, and working conditions applicable to all employees of DeepShield Systems, Inc. ("DeepShield" or the "Company"), a Delaware corporation with principal offices at 2100 Innovation Drive, Suite 400, Wilmington, DE 19801.

2. This Handbook supersedes all previous employee handbooks and management memos. The policies contained herein are effective as of January 1, 2023.

2. Employment Policies

1. Equal Employment Opportunity

DeepShield 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. Employment Classification

- Full-time Regular: Employees scheduled to work 40 hours per week
- Part-time Regular: Employees scheduled to work less than 40 hours per week
- Temporary: Employees hired for a specific project or time period
- Exempt: Salaried employees exempt from overtime requirements
- Non-exempt: Employees eligible for overtime compensation

3. Security Clearance Requirements

Given the nature of DeepShield's work in critical infrastructure protection, certain positions may require government security clearances. Employees must maintain required clearances as a condition of employment.

3. Workplace Policies

1. Confidentiality and Intellectual Property

- All employees must sign and comply with the Company's Confidentiality and Intellectual Property Agreement

- Proprietary information includes but is not limited to: source code, security architectures, customer data, threat detection algorithms, and maritime protection protocols
- Employees must report any potential security breaches or unauthorized access immediately

2. Cybersecurity Compliance

- Mandatory participation in quarterly cybersecurity training
- Strict adherence to the Company's "Clean Screen" policy
- Two-factor authentication required for all system access
- Prohibition on use of unauthorized software or devices

3. Remote Work Policy

- Eligible employees may work remotely subject to manager approval
- Remote work must comply with DeepShield's security protocols
- VPN and encrypted connections required for all remote access
- Regular office presence required for collaborative projects

4. Compensation and Benefits

1. Compensation

- Pay periods: Semi-monthly on the 15th and last day of each month
- Performance reviews conducted annually
- Merit increases based on performance and market conditions
- Equity compensation available per individual agreements

2. Benefits Package

- Medical, dental, and vision insurance
- 401(k) plan with company match up to 4%
- Life and disability insurance
- Professional development allowance (\$5,000 annually)
- Security certification reimbursement program

5. Time Off and Leave Policies

1. Paid Time Off (PTO)

- 0-2 years: 15 days annually

- 3-5 years: 20 days annually
- 6+ years: 25 days annually
- Maximum accrual cap: 1.5x annual allowance

2. Other Leave

- Bereavement leave: Up to 5 days
- Jury duty: Paid as required by law
- Military leave: In accordance with USERRA
- Parental leave: 12 weeks paid at 100% salary

6. Code of Conduct

1. Professional Standards

- Maintain highest ethical standards
- Report conflicts of interest
- Comply with all applicable laws and regulations
- Protect company and customer confidential information

2. Workplace Safety

- Report safety concerns immediately
- Follow all security protocols
- Zero tolerance for workplace violence
- Maintain required certifications

7. Acknowledgment and Disclaimer

1. This Handbook is not a contract of employment and does not create contractual obligations of any kind between DeepShield and any employee.

2. DeepShield reserves the right to modify, revoke, suspend, terminate, or change any guidelines, policies, or procedures, in whole or in part, at any time, with or without notice.

3. Employment at DeepShield is "at-will," meaning either the employee or DeepShield may terminate the employment relationship at any time, with or without cause or notice.

8. Execution

I acknowledge receipt of the DeepShield Systems Employee Handbook and agree to read and comply with its contents.

Employee Name: _

Employee Signature:

Date: _

Authorized by:

/s/ Dr. Marcus Chen

Chief Executive Officer

DeepShield Systems, Inc.

Date: January 1, 2023