

FLEXIBLE WORK HOURS POLICY

Summit Digital Solutions, Inc.

Effective Date: January 15, 2024

Policy Number: HR-2024-003

Version: 2.0

1. PURPOSE AND SCOPE

1. This Flexible Work Hours Policy ("Policy") establishes guidelines and procedures for flexible working arrangements at Summit Digital Solutions, Inc. ("Company"). This Policy applies to all full-time employees who have completed their initial 90-day probationary period.

2. The Company recognizes that flexible work arrangements can enhance employee productivity, satisfaction, and work-life balance while maintaining operational excellence in delivering digital transformation solutions to our clients.

2. DEFINITIONS

1. "Core Hours" refers to the time period between 10:00 AM and 3:00 PM Eastern Time, during which all employees must be available for meetings, collaboration, and client interactions.

2. "Flexible Hours" refers to the adjustable start and end times outside of Core Hours that employees may select, subject to departmental approval.

3. "Standard Business Hours" refers to 9:00 AM to 5:00 PM Eastern Time, Monday through Friday.

3. ELIGIBILITY CRITERIA

1. To be eligible for flexible work hours, employees must:

- a) Have completed 90 days of employment
- b) Maintain satisfactory performance ratings
- c) Demonstrate ability to work independently
- d) Have job responsibilities compatible with flexible scheduling
- e) Obtain supervisor approval

2. Certain positions, particularly those involving direct client support during specific hours, may have

limited flexibility options.

4. FLEXIBLE SCHEDULE OPTIONS

1. Early Schedule: 7:00 AM - 3:00 PM ET
2. Late Schedule: 11:00 AM - 7:00 PM ET
3. Custom Schedule: Subject to supervisor approval, maintaining 8-hour workday
4. Compressed Work Week: 4/10 schedule option (four 10-hour days)

5. IMPLEMENTATION PROCEDURES

1. Request Process
 - a) Submit Flexible Schedule Request Form to immediate supervisor
 - b) Include preferred schedule and business justification
 - c) Allow 5 business days for review and approval
 - d) Obtain written confirmation before implementing new schedule
2. Trial Period
 - a) Initial 30-day trial period for all new flexible arrangements
 - b) Performance and effectiveness review at trial conclusion
 - c) Modification or termination of arrangement if necessary

6. EMPLOYEE RESPONSIBILITIES

1. Maintain productivity and quality standards
2. Ensure coverage during Core Hours
3. Attend all required meetings and training sessions
4. Update calendar and communication tools to reflect schedule
5. Maintain effective communication with team members and clients
6. Document and track hours worked accurately

7. MANAGER RESPONSIBILITIES

1. Review flexible schedule requests fairly and consistently
2. Monitor impact on team performance and client service

3. Ensure adequate coverage during Standard Business Hours
4. Conduct regular reviews of flexible arrangements
5. Address any performance issues promptly

8. MODIFICATION AND TERMINATION

1. The Company reserves the right to modify or terminate flexible arrangements with 14 days' notice if:
 - a) Business needs change
 - b) Performance issues arise
 - c) Operational efficiency is compromised
 - d) Client service is impacted
2. Employees may request modifications to approved arrangements with 14 days' notice.

9. COMPLIANCE AND REPORTING

1. All flexible arrangements must comply with:
 - a) Federal and state labor laws
 - b) Company time tracking requirements
 - c) Client service level agreements
 - d) Department coverage requirements
2. Quarterly reviews of program effectiveness will be conducted by Human Resources.

10. POLICY REVIEW AND UPDATES

1. This Policy will be reviewed annually by Human Resources and the Executive Leadership Team.
2. Updates will be communicated to all employees with 30 days' notice before implementation.

11. DISCLAIMERS

1. This Policy does not constitute an employment contract or alter the at-will employment relationship.
2. The Company reserves the right to modify or terminate this Policy at any time.

APPROVAL AND EXECUTION

Approved and adopted by:

Dr. Alexandra Reeves

Chief Executive Officer

Summit Digital Solutions, Inc.

Sarah Blackwell

Chief Operating Officer

Summit Digital Solutions, Inc.

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