

# HYBRID WORK SCHEDULE GUIDELINES

**DeepShield Systems, Inc.**

*Effective Date: January 15, 2024*

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*Last Updated: January 11, 2024*

## 1. PURPOSE AND SCOPE

1. This document establishes the official hybrid work schedule guidelines for DeepShield Systems, Inc. ("Company") and applies to all eligible employees.
2. These guidelines aim to maintain operational efficiency while providing flexibility in work arrangements, particularly considering the specialized nature of industrial cybersecurity operations and critical infrastructure protection services.

## 2. DEFINITIONS

1. "Hybrid Work Schedule" refers to a combination of on-site and remote work arrangements.
2. "Core Hours" are defined as 10:00 AM to 3:00 PM Eastern Time, during which all employees must be available for collaboration.
3. "On-site Days" refer to days when employees are required to work from Company premises.
4. "Remote Days" refer to days when employees are authorized to work from approved remote locations.

## 3. ELIGIBILITY CRITERIA

1. Hybrid work arrangements are available to employees who:
  - a) Have completed six (6) months of employment with the Company
  - b) Maintain satisfactory performance ratings
  - c) Have roles compatible with remote work capabilities
  - d) Have secured necessary technology and connectivity requirements
2. Exclusions:
  - a) Security Operations Center (SOC) personnel

- b) On-site technical support staff
- c) Laboratory research personnel
- d) Facilities management staff

#### **4. STANDARD SCHEDULE STRUCTURE**

##### **1. Default Hybrid Model:**

- a) Three (3) days on-site (Tuesday, Wednesday, Thursday)
- b) Two (2) days remote (Monday, Friday)

##### **2. Department-Specific Variations:**

- a) Engineering: Minimum two (2) on-site days per week
- b) Sales: Minimum one (1) on-site day per week
- c) Product Development: Three (3) on-site days during sprint weeks
- d) Customer Support: Rotating schedule ensuring 24/7 coverage

#### **5. OPERATIONAL REQUIREMENTS**

##### **1. Technology Requirements:**

- a) Company-issued secure laptops
- b) Multi-factor authentication enabled
- c) VPN access for remote connectivity
- d) Encrypted communication channels

##### **2. Security Protocols:**

- a) Compliance with Company's Information Security Policy
- b) Regular security awareness training
- c) Prohibited use of public Wi-Fi networks
- d) Mandatory endpoint protection software

#### **6. COMMUNICATION AND COLLABORATION**

##### **1. Mandatory Participation:**

- a) Weekly team meetings
- b) Monthly all-hands meetings

- c) Quarterly business reviews
- d) Emergency response protocols

2. Documentation Requirements:

- a) Updated calendar availability
- b) Status reports for remote work days
- c) Project tracking in designated systems
- d) Time tracking compliance

## **7. PERFORMANCE MONITORING**

1. Key Performance Indicators:

- a) Project completion metrics
- b) Response time standards
- c) Customer satisfaction ratings
- d) Team collaboration effectiveness

2. Review Process:

- a) Monthly supervisor check-ins
- b) Quarterly performance evaluations
- c) Annual hybrid work arrangement review

## **8. MODIFICATION AND TERMINATION**

1. The Company reserves the right to modify or terminate hybrid work arrangements with two (2) weeks' notice.

2. Individual arrangements may be modified or terminated based on:

- a) Business needs
- b) Performance concerns
- c) Security incidents
- d) Policy violations

## **9. COMPLIANCE AND ACKNOWLEDGMENT**

1. All employees participating in hybrid work arrangements must:

- a) Sign this policy acknowledgment
- b) Complete required training modules
- c) Maintain compliance with all Company policies
- d) Update personal information as needed

## **10. LEGAL CONSIDERATIONS**

1. This policy does not constitute an employment contract and does not alter the at-will employment relationship.
2. The Company maintains compliance with applicable state and federal laws regarding workplace safety, data protection, and employment standards.

## **ACKNOWLEDGMENT**

I acknowledge receipt and understanding of these Hybrid Work Schedule Guidelines:

**Employee Name:** \_

**Employee ID:** \_

**Date:** \_

**Signature:** \_

Approved by:

Robert Kessler

Chief Financial Officer

DeepShield Systems, Inc.

Date: January 11, 2024