

PARENTAL LEAVE POLICY

DeepShield Systems, Inc.

Effective Date: January 1, 2024

Policy Number: HR-2024-PL-001

Last Updated: December 15, 2023

1. PURPOSE AND SCOPE

1. This Parental Leave Policy ("Policy") establishes the terms and conditions for parental leave benefits provided by DeepShield Systems, Inc. ("Company") to eligible employees following the birth, adoption, or foster care placement of a child.

2. This Policy applies to all full-time employees who have completed at least twelve (12) months of continuous service with the Company prior to the commencement of leave.

2. DEFINITIONS

1. "Primary Caregiver" refers to the parent who has primary responsibility for the care of a newborn or newly adopted/fostered child.

2. "Secondary Caregiver" refers to the parent who shares caregiving responsibilities but is not designated as the Primary Caregiver.

3. "Qualifying Event" means the birth of an employee's child or the placement of a child with an employee for adoption or foster care.

3. LEAVE ENTITLEMENT

1. Primary Caregiver Leave

- Sixteen (16) weeks of paid leave at 100% of base salary
- Additional four (4) weeks of unpaid leave available upon request
- Must be taken within twelve (12) months of the Qualifying Event

2. Secondary Caregiver Leave

- Six (6) weeks of paid leave at 100% of base salary
- Additional two (2) weeks of unpaid leave available upon request

- Must be taken within twelve (12) months of the Qualifying Event

4. NOTIFICATION AND DOCUMENTATION REQUIREMENTS

1. Employees must provide at least sixty (60) days advance written notice of their intention to take parental leave, when foreseeable.

2. Required Documentation:

- Certification of pregnancy and expected due date from healthcare provider
- Birth certificate or hospital documentation
- Adoption or foster care placement papers
- Designation of Primary/Secondary Caregiver status

5. BENEFITS CONTINUATION

1. During the paid leave period, the Company will maintain all employee benefits, including:

- Health insurance
- Dental and vision coverage
- Life insurance
- Long-term disability insurance
- 401(k) contributions

2. Employee contributions for benefit premiums will continue to be deducted from paid leave compensation.

6. RETURN TO WORK

1. Job Protection

- Employees will be restored to their original position or an equivalent position
- Equivalent position must have similar pay, benefits, and working conditions
- Location must be within reasonable geographic proximity

2. Return to Work Notice

- Employees must provide at least two (2) weeks' notice of their intended return date
- Early return requests will be accommodated when possible
- Extensions must be requested at least thirty (30) days before scheduled return

7. COORDINATION WITH OTHER LEAVE POLICIES

1. This Policy runs concurrently with:

- Federal Family and Medical Leave Act (FMLA)
- State family leave laws
- Short-term disability benefits
- Any other applicable leave entitlements

2. Employees may not receive multiple pay benefits that would exceed 100% of regular salary.

8. POLICY ADMINISTRATION

1. The Human Resources Department is responsible for:

- Policy interpretation and administration
- Leave approval and tracking
- Benefits continuation management
- Return to work coordination

2. Confidentiality

- All medical information and leave requests will be maintained confidentially
- Access limited to personnel with administrative need to know

9. COMPLIANCE AND ENFORCEMENT

1. The Company reserves the right to:

- Verify leave documentation
- Require periodic status updates
- Modify this Policy in compliance with applicable laws
- Take disciplinary action for Policy abuse

2. Non-Discrimination

- This Policy will be administered without discrimination
- Retaliation for taking leave is prohibited

10. DISCLAIMER

This Policy does not constitute a contract of employment or alter the at-will employment relationship. The Company reserves the right to modify, revoke, suspend, terminate, or change this Policy, in whole or in part, at any time with or without notice.

11. ACKNOWLEDGMENT

I acknowledge that I have received and read this Parental Leave Policy.

Employee Name: _

Employee Signature:

Date: _

Approved by:

Robert Kessler

Chief Financial Officer

DeepShield Systems, Inc.

Date: January 1, 2024