

BOARD COMMUNICATION POLICY

Summit Digital Solutions, Inc.

Effective Date: January 15, 2024

Policy Number: GOV-2024-001

1. PURPOSE AND SCOPE

1. This Board Communication Policy (the "Policy") establishes guidelines and protocols for communications involving the Board of Directors (the "Board") of Summit Digital Solutions, Inc. (the "Company"), including internal communications among Board members and external communications with management, shareholders, and other stakeholders.

2. This Policy applies to all members of the Board, corporate officers, and designated management personnel who regularly interact with the Board.

2. DEFINITIONS

1. "Confidential Information" means all non-public information entrusted to or obtained by a Board member by reason of their position as a director of the Company.

2. "Material Information" means any information relating to the business and affairs of the Company that would reasonably be expected to result in a significant change in the market price or value of the Company's securities.

3. "Designated Spokespersons" means those individuals authorized to communicate on behalf of the Board, as specified in Section 4.1.

3. INTERNAL BOARD COMMUNICATIONS

1. Board Portal

- All routine Board communications shall be conducted through the Company's secure Board portal
- Directors must use Company-provided encrypted email addresses for all Board-related communications
- Meeting materials shall be distributed at least 5 business days prior to scheduled meetings

2. Meeting Protocols

- Regular Board meetings shall be scheduled quarterly with additional special meetings as needed
- Committee chairs shall provide written reports to the full Board at least quarterly
- Executive sessions shall be documented through confidential minutes maintained by the Corporate Secretary

4. EXTERNAL COMMUNICATIONS

1. Authorized Spokespersons

- The Board Chair is the primary spokesperson for Board-related matters
- The CEO is authorized to speak on operational and strategic matters
- The Audit Committee Chair may address financial reporting matters
- All other directors shall refer inquiries to designated spokespersons

2. Shareholder Communications

- Written communications from shareholders shall be forwarded to the Corporate Secretary for review
- The Corporate Secretary shall maintain a log of all shareholder communications
- Responses shall be coordinated through the Board Chair and CEO

5. CONFIDENTIALITY AND DISCLOSURE

1. Protection of Confidential Information

- Directors shall maintain strict confidentiality of all non-public information
- Board materials shall be accessed only through secure, Company-approved devices
- Directors must return or destroy all confidential materials upon conclusion of Board service

2. Disclosure Controls

- Material information shall be disclosed in accordance with SEC regulations and Company policy
- The Disclosure Committee shall review all planned Board-related public communications
- Directors shall not discuss Company matters on social media or other public forums

6. CRISIS COMMUNICATIONS

1. Emergency Protocols

- The Board Chair shall be notified immediately of any crisis requiring Board attention
- A crisis communication team shall be activated, including the Board Chair, CEO, and General Counsel
- All crisis-related communications must be approved by the crisis communication team

7. COMPLIANCE AND ENFORCEMENT

1. Policy Violations

- Violations may result in removal from Board committees or other remedial action
- The Governance Committee shall review all reported policy violations
- Directors must annually certify compliance with this Policy

2. Policy Review

- This Policy shall be reviewed annually by the Governance Committee
- Amendments require approval by majority Board vote
- The Corporate Secretary shall maintain the official Policy record

8. ACKNOWLEDGMENT

I hereby acknowledge that I have read, understand, and agree to comply with the Board Communication Policy of Summit Digital Solutions, Inc.

Director Name: _

Signature: _

Date:

9. APPROVAL

Approved by the Board of Directors on January 15, 2024

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Dr. Alexandra Reeves

Chief Executive Officer

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[Board Chair Name]

Chair of the Board

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[Corporate Secretary Name]

Corporate Secretary