

# **INTERNSHIP PROGRAM FRAMEWORK**

**Summit Digital Solutions, Inc.**

*Effective Date: January 15, 2024*

## **1. PURPOSE AND SCOPE**

1. This Internship Program Framework (the "Framework") establishes the governing principles, operational guidelines, and compliance requirements for Summit Digital Solutions, Inc.'s ("Company") internship program.

2. This Framework applies to all paid internship positions within the Company's North American operations, including technical, business, and operational roles.

## **2. DEFINITIONS**

1. "Intern" means an individual temporarily employed by the Company for a defined period, typically enrolled in an accredited educational institution.

2. "Program Manager" refers to the designated Human Resources professional responsible for overseeing the internship program.

3. "Department Mentor" means the assigned supervisor responsible for day-to-day oversight of the Intern's work and professional development.

## **3. PROGRAM STRUCTURE**

### **1. Duration and Scheduling**

- Standard internship terms shall be 12 weeks during summer (May-August)
- Alternative terms may be offered during fall (September-December) or spring (January-April)
- Minimum commitment of 35 hours per week

### **2. Eligibility Requirements**

- Current enrollment in bachelor's or master's degree program
- Minimum GPA of 3.0 on a 4.0 scale
- Completion of sophomore year for undergraduate students
- Legal authorization to work in the United States

- Relevant academic focus in computer science, engineering, business, or related fields

#### **4. COMPENSATION AND BENEFITS**

##### **1. Compensation Structure**

- Competitive hourly rates based on education level and experience
- Bi-weekly payment schedule aligned with regular payroll
- Overtime compensation in accordance with FLSA requirements

##### **2. Additional Benefits**

- Housing stipend for relocating interns (where applicable)
- Transportation allowance
- Access to company facilities and amenities
- Participation in company events and activities

#### **5. PROGRAM COMPONENTS**

##### **1. Orientation and Onboarding**

- Two-day comprehensive orientation program
- Technology systems and security training
- Company policies and procedures review
- Assignment of Department Mentor

##### **2. Professional Development**

- Weekly technical training sessions
- Leadership speaker series
- Project management workshops
- Career development counseling

##### **3. Project Assignment**

- Meaningful project work aligned with business objectives
- Clear deliverables and timeline expectations
- Regular progress reviews and feedback
- Final presentation to leadership team

## **6. COMPLIANCE AND OVERSIGHT**

### **1. Legal Compliance**

- Adherence to Department of Labor internship guidelines
- Compliance with state and federal employment laws
- Maintenance of required documentation and records
- Regular program audits by Legal and HR departments

### **2. Performance Management**

- Bi-weekly check-ins with Department Mentor
- Mid-term evaluation
- Final performance assessment
- Exit interview process

## **7. INTELLECTUAL PROPERTY AND CONFIDENTIALITY**

1. All work product created by Interns during their employment shall be considered work-for-hire and owned exclusively by the Company.
2. Interns must execute standard confidentiality and intellectual property agreements prior to program commencement.

## **8. PROGRAM ADMINISTRATION**

### **1. Human Resources Responsibilities**

- Program marketing and recruitment
- Application processing and candidate selection
- Offer letter administration
- Program evaluation and improvement

### **2. Department Responsibilities**

- Project identification and scoping
- Mentor selection and training
- Resource allocation
- Performance evaluation

## **9. AMENDMENTS AND MODIFICATIONS**

1. The Company reserves the right to modify this Framework at any time, with changes taking effect upon written notice to current program participants.

## **10. EXECUTION**

IN WITNESS WHEREOF, this Framework has been approved and adopted by the undersigned authorized representative of Summit Digital Solutions, Inc.

---

SUMMIT DIGITAL SOLUTIONS, INC.

**By: \_**

Name: Sarah Blackwell

Title: Chief Operating Officer

Date: January 15, 2024

APPROVED:

—

Legal Department

—

Human Resources Department

---