

TEAM BUILDING ACTIVITIES SCHEDULE 2023

DeepShield Systems, Inc.

Internal Policy Document HR-TB-2023-01

Effective Date: January 1, 2023

1. PURPOSE AND SCOPE

1. This Team Building Activities Schedule ("Schedule") establishes the framework for mandatory and optional team building activities for DeepShield Systems, Inc. ("Company") employees during the 2023 calendar year.

2. This Schedule applies to all full-time and part-time employees across all Company locations, including remote workers, with specific provisions for different organizational units as detailed in Section 3.

2. DEFINITIONS

1. "Mandatory Events" refers to company-wide team building activities that require attendance from all eligible employees.

2. "Department-Specific Events" refers to team building activities organized for specific organizational units or departments.

3. "Virtual Team Building" refers to online collaborative activities designed for remote participation.

4. "Cross-Functional Activities" refers to events designed to promote collaboration between different departments.

3. SCHEDULED ACTIVITIES

1. Company-Wide Mandatory Events

a) Annual Security Summit and Team Building Retreat

- Date: March 15-17, 2023
- Location: Marriott Harbor Beach Resort, Fort Lauderdale, FL
- Participation: All employees
- Focus: Cybersecurity innovation and cross-team collaboration

b) Mid-Year Strategic Alignment Workshop

- Date: July 20-21, 2023
- Location: Virtual Event
- Participation: All employees
- Focus: OT security trends and team alignment

2. Department-Specific Events

a) Engineering Division

- Quarterly Code Collaboration Days
- Dates: Q1: Feb 10, Q2: May 12, Q3: Aug 11, Q4: Nov 10
- Location: Regional offices and virtual

b) Security Architecture Team

- Monthly Threat Analysis Workshops
- Last Thursday of each month
- Location: Virtual platform

c) Sales & Customer Success

- Bi-monthly Customer Journey Mapping Sessions
- Dates: Jan 15, Mar 15, May 15, Jul 15, Sep 15, Nov 15
- Location: Regional offices

4. BUDGET AND RESOURCE ALLOCATION

1. Per-Employee Allocation

- Annual team building budget: \$2,500 per full-time employee
- Virtual event allocation: \$500 per remote employee
- Travel and accommodation: As per Company Travel Policy HR-TP-2023-01

2. Departmental Allocations

- Engineering: \$150,000 annual budget
- Security Architecture: \$75,000 annual budget
- Sales & Customer Success: \$100,000 annual budget
- Operations: \$50,000 annual budget

5. PARTICIPATION AND ATTENDANCE

1. Attendance Requirements

- Mandatory events require 100% attendance unless formally excused
- Department events require 85% minimum attendance
- Virtual participation options available for all events

2. Excused Absences

- Must be approved by direct supervisor and HR
- Minimum 2-week advance notice required
- Alternative participation arrangements to be made when possible

6. HEALTH AND SAFETY PROTOCOLS

1. All in-person events must comply with:

- Current CDC guidelines
- State and local health regulations
- Company Safety Policy SAF-2023-01
- Venue-specific requirements

2. COVID-19 Protocols

- Proof of vaccination or negative test required for in-person events
- Mask requirements as per local guidelines
- Social distancing measures where applicable

7. CONFIDENTIALITY AND INTELLECTUAL PROPERTY

1. All team building activities are subject to:

- Company Confidentiality Agreement
- Intellectual Property Protection Policy
- Social Media Guidelines POL-SM-2023-01

8. AMENDMENTS AND UPDATES

1. This Schedule may be amended by the HR Department with approval from Executive Leadership.

2. Updates will be communicated via:

- Company intranet
- Department head notifications
- All-hands meetings

9. CONTACT INFORMATION

1. For questions regarding this Schedule:

- HR Department: teambuilding@deepshield.com
- Event Coordination Team: events@deepshield.com
- Emergency Contact: security@deepshield.com

APPROVAL AND EXECUTION

APPROVED AND ADOPTED by DeepShield Systems, Inc.

Date: December 15, 2022

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Robert Kessler

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