

EMPLOYEE REFERRAL PROGRAM GUIDELINES

DeepShield Systems, Inc.

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1. PURPOSE AND SCOPE

1. DeepShield Systems, Inc. ("Company") establishes these Employee Referral Program Guidelines ("Guidelines") to encourage employees to refer qualified candidates for employment opportunities while maintaining compliance with applicable employment laws and Company policies.

2. These Guidelines apply to all full-time employees of the Company who are not members of the Human Resources department, hiring managers for the position in question, or executive leadership (Vice President level and above).

2. DEFINITIONS

1. "Referring Employee" means any eligible Company employee who submits a formal referral through the designated referral process.

2. "Referred Candidate" means an individual who is referred for employment consideration by a Referring Employee.

3. "Referral Bonus" means the monetary compensation paid to a Referring Employee upon successful completion of the referral requirements.

3. REFERRAL ELIGIBILITY CRITERIA

1. Positions Eligible for Referral

- Technical positions (Engineering, Security Architecture, DevOps)
- Sales and Business Development roles
- Product Management positions
- Professional Services roles
- Operations and Support positions

2. Excluded Positions

- Executive leadership positions (VP level and above)
- Temporary or contract positions
- Internships
- Internal transfers or promotions

4. REFERRAL PROCESS

1. Submission Requirements

- Referring Employee must submit referrals through the Company's designated HR portal
- Referral must include candidate's current resume
- Referring Employee must obtain candidate's consent prior to submission
- Candidate must not have applied to the Company within the previous 12 months

2. Documentation

- Referral timestamp will be recorded in the HR system
- Referring Employee will receive confirmation of submission
- All referrals will be tracked in the Company's applicant tracking system

5. REFERRAL BONUS STRUCTURE

1. Bonus Amounts

- Senior Technical Positions: \$5,000
- Mid-Level Technical Positions: \$3,000
- Non-Technical Professional Positions: \$2,000
- Entry-Level Positions: \$1,000

2. Payment Schedule

- 50% paid after referred candidate completes 90 days of employment
- Remaining 50% paid after referred candidate completes 180 days of employment
- All payments subject to applicable tax withholding

6. ELIGIBILITY FOR PAYMENT

1. Requirements for Bonus Payment

- Referring Employee must be actively employed at time of payment

- Referred Candidate must be actively employed at time of payment
- No bonus will be paid for candidates already in the recruitment process
- Maximum of three (3) successful referral bonuses per calendar year per employee

2. Disqualification Events

- Referring Employee's resignation or termination prior to payment
- Referred Candidate's resignation or termination prior to payment
- Multiple employees referring the same candidate (first referral takes precedence)

7. LEGAL COMPLIANCE

1. Equal Employment Opportunity

- All referrals must comply with the Company's EEO policies
- Referrals cannot be made based on protected characteristics
- HR maintains right to screen all referrals for compliance

2. Confidentiality

- All referral information will be treated as confidential
- Referring Employees shall maintain confidentiality regarding referral status

8. PROGRAM ADMINISTRATION

1. The Human Resources department shall:

- Maintain program documentation
- Process referral submissions
- Track bonus payments
- Ensure compliance with these Guidelines
- Resolve any disputes regarding referral eligibility

2. Program Modifications

- Company reserves right to modify or terminate program at any time
- Changes will be communicated with 30 days' notice
- Existing qualified referrals will be honored under previous terms

9. DISCLAIMER

These Guidelines do not constitute an employment contract or guarantee of referral bonus payment. The Company maintains sole discretion in hiring decisions and bonus payment eligibility. All hiring decisions will be made in accordance with applicable laws and Company policies.

10. ACKNOWLEDGMENT

By participating in the Employee Referral Program, employees acknowledge understanding of and agreement to these Guidelines.

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Approved by: Robert Kessler, CFO

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