

RELOCATION ASSISTANCE GUIDELINES

Summit Digital Solutions, Inc.

Effective Date: January 1, 2024

Document Version: 2.0

1. PURPOSE AND SCOPE

1. These Relocation Assistance Guidelines ("Guidelines") establish the terms and conditions under which Summit Digital Solutions, Inc. ("Company") provides relocation benefits to eligible employees who are required to relocate for Company purposes.

2. These Guidelines apply to:

- (a) New hires requiring relocation to commence employment
- (b) Current employees transferring between Company locations
- (c) Employees relocating due to organizational restructuring

2. ELIGIBILITY CRITERIA

1. Eligible employees must:

- (a) Be full-time, regular employees (minimum 35 hours/week)
- (b) Relocate at least 50 miles from their current residence
- (c) Receive written relocation authorization from their Department VP
- (d) Execute the Company's Relocation Agreement
- (e) Complete relocation within 12 months of authorization

2. Contractor personnel, temporary employees, and part-time employees are not eligible for relocation assistance.

3. BENEFIT TIERS

1. ****Executive Level (Grade E1-E3)****

- Household goods movement: Up to \$25,000
- Temporary housing: Up to 90 days
- Home sale assistance
- Home purchase assistance

- Family transition support
 - Tax gross-up provision
 - Maximum total benefit: \$75,000
2. ****Senior Management (Grade M4-M5)****
- Household goods movement: Up to \$20,000
 - Temporary housing: Up to 60 days
 - Home sale assistance
 - Limited home purchase assistance
 - Maximum total benefit: \$50,000
3. ****Professional Level (Grade P1-P3)****
- Household goods movement: Up to \$15,000
 - Temporary housing: Up to 30 days
 - Maximum total benefit: \$25,000

4. COVERED EXPENSES

1. ****Transportation of Household Goods****
- Professional packing and unpacking
 - Insurance coverage during transit
 - Storage up to 60 days
 - Special handling of high-value items
 - Vehicle transportation (maximum 2 vehicles)
2. ****Travel Expenses****
- One-way airfare for employee and immediate family
 - Mileage reimbursement at current IRS rate
 - Reasonable meals and lodging during transit
 - Temporary living expenses as per tier limits
3. ****Real Estate Transaction Costs****
- Reasonable and customary closing costs
 - Real estate commission (maximum 6%)

- Title insurance and transfer taxes
- Home inspection and appraisal fees

5. REPAYMENT PROVISIONS

1. Employees must reimburse the Company for relocation expenses if they:

- (a) Voluntarily terminate employment within 24 months
- (b) Are terminated for cause within 24 months
- (c) Fail to complete relocation within 12 months

2. Repayment Schedule:

- 0-12 months: 100% repayment
- 13-18 months: 75% repayment
- 19-24 months: 50% repayment

6. ADMINISTRATION

1. The Human Resources Department shall:

- (a) Administer these Guidelines
- (b) Approve exceptions
- (c) Maintain required documentation
- (d) Coordinate with third-party relocation services

2. All relocation expenses must be:

- (a) Pre-approved in writing
- (b) Submitted within 60 days of incurrence
- (c) Supported by original receipts
- (d) Compliant with Company travel policies

7. TAX CONSIDERATIONS

1. The Company will provide tax assistance as specified by tier level.

2. Employees are responsible for maintaining records for tax purposes.

3. The Company will report relocation expenses as required by applicable tax laws.

8. MODIFICATIONS AND EXCEPTIONS

1. The Company reserves the right to:
 - (a) Modify these Guidelines at any time
 - (b) Approve exceptions on a case-by-case basis
 - (c) Terminate relocation assistance programs
2. Any modifications will be communicated in writing to affected employees.

9. GOVERNING LAW

These Guidelines shall be governed by and construed in accordance with the laws of the State of Delaware, without regard to conflicts of law principles.

ACKNOWLEDGMENT

I acknowledge receipt and understanding of these Relocation Assistance Guidelines.

Employee Name: _

Employee Signature: _

Date: _

Authorized By:

Sarah Blackwell

Chief Operating Officer

Summit Digital Solutions, Inc.

Document Control:

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Policy Owner: Human Resources Department

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