OPERATIONS TEAM STRUCTURE

Summit Digital Solutions, Inc.

Effective Date: January 1, 2024

Document Version: 2.0

Last Updated: December 15, 2023

1. ORGANIZATIONAL OVERVIEW

1. This document outlines the official organizational structure and operational hierarchy of Summit Digital Solutions, Inc. ("Company") and supersedes all previous versions of operational team structures.

2. The organizational structure described herein has been approved by the Board of Directors and Executive Leadership Team in accordance with the Company's bylaws and corporate governance requirements.

2. EXECUTIVE LEADERSHIP

1. Executive Leadership Team (ELT)

- Chief Executive Officer (CEO)

- Chief Technology Officer (CTO)

- Chief Operating Officer (COO)

- Chief Digital Officer (CDO)

- Chief Innovation Officer (CIO)

- Chief Financial Officer (CFO)

- Chief People Officer (CPO)

2. Reporting Structure

All executive positions report directly to the CEO, who reports to the Board of Directors.

3. OPERATIONAL DIVISIONS

1. Digital Transformation Services

- Enterprise Solutions Group

- AI/ML Implementation Team

- Process Automation Division

- IoT Integration Services

2. Technology Development

- Peak Performance Platform Development

- Product Engineering

- Quality Assurance

- DevOps & Infrastructure

3. Client Services

- Account Management

- Professional Services

- Implementation Support

- Technical Support

4. Corporate Functions

- Finance & Administration

- Human Resources

- Legal & Compliance

- Marketing & Communications

4. TEAM STRUCTURE AND REPORTING RELATIONSHIPS

1. Digital Transformation Services

- Reports to: Chief Digital Officer

- Structure: Matrix organization with functional and project-based reporting

- Team Size: 175 FTEs

- Key Roles:

- Practice Directors (4)

- Solution Architects (12)

- Technical Consultants (95)

- Implementation Specialists (64)

2. Technology Development

-       Reports to: Chief Technology Officer

-       Structure: Agile development teams with functional oversight

-       Team Size: 120 FTEs

-       Key Roles:

-       Development Managers (6)

-       Senior Engineers (35)

-       Software Engineers (65)

-       QA Engineers (14)

3. Client Services

-       Reports to: Chief Operating Officer

-       Structure: Regional teams with specialized support functions

-       Team Size: 60 FTEs

-       Key Roles:

-       Regional Directors (3)

-       Account Managers (15)

-       Implementation Managers (22)

-       Support Specialists (20)

5. GOVERNANCE AND OVERSIGHT

1. Management Committees

-       Executive Strategy Committee

-       Technology Steering Committee

-       Operations Review Board

-       Risk & Compliance Committee

2. Decision Authority Matrix

-       Strategic Decisions: Board/CEO approval required

-       Operational Decisions: Division head approval required

-       Technical Decisions: CTO/CDO approval required

-       Personnel Decisions: CPO and relevant executive approval required

6. SCALABILITY AND GROWTH PROVISIONS

1. The organizational structure is designed to accommodate growth to 500 FTEs without structural reorganization.

2. Additional management layers may be added within divisions when span of control exceeds:

- Executive Level: 8 direct reports

- Director Level: 12 direct reports

- Manager Level: 15 direct reports

7. AMENDMENTS AND UPDATES

1. This structure may be amended by:

- Board approval for executive-level changes

- CEO approval for division-level changes

- Division head approval for team-level changes

2. Structure review schedule:

- Annual comprehensive review

- Quarterly operational assessment

- Monthly headcount and reporting relationship updates

8. CONFIDENTIALITY AND DISTRIBUTION

1. This document is confidential and proprietary to Summit Digital Solutions, Inc.

2. Distribution is restricted to:

- Board members

- Executive Leadership Team

- Division heads

- HR department

- Legal department

- Authorized third parties under NDA

9. CERTIFICATION

The undersigned hereby certify that this Operations Team Structure document has been reviewed and approved by the Board of Directors and Executive Leadership Team.

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Dr. Alexandra Reeves

Chief Executive Officer

Date: December 15, 2023


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Sarah Blackwell

Chief Operating Officer

Date: December 15, 2023


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Corporate Secretary

Date: December 15, 2023

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