

# EMPLOYEE RECOGNITION PROGRAM DETAILS

*Summit Digital Solutions, Inc.*

*Effective Date: January 1, 2024*

*Document Version: 2.0*

*Last Updated: December 15, 2023*

## 1. PROGRAM OVERVIEW

1. Summit Digital Solutions, Inc. ("Company") hereby establishes this Employee Recognition Program ("Program") to acknowledge and reward exceptional employee contributions that advance the Company's mission of delivering enterprise digital transformation services.

2. This Program operates pursuant to the Company's HR policies and procedures and may be modified or terminated at the Company's sole discretion, subject to applicable laws and regulations.

## 2. PROGRAM ELIGIBILITY

1. All full-time employees who have completed their 90-day probationary period are eligible to participate in the Program.

2. Part-time employees working more than 20 hours per week become eligible after six months of continuous employment.

3. Contractors, temporary workers, and interns are not eligible for Program participation.

## 3. RECOGNITION CATEGORIES

### 1. Innovation Excellence

- Awarded for breakthrough solutions in AI/ML implementation
- Notable contributions to the Peak Performance Platform
- Development of novel IoT integration methodologies

### 2. Client Impact

- Exceptional project delivery outcomes
- Documented client satisfaction metrics
- Measurable operational improvements for clients

### 3. Technical Leadership

- Knowledge sharing and mentorship
- Technical community building
- Advancement of company technical standards

### 4. Operational Excellence

- Process optimization achievements
- Quality improvement initiatives
- Cost-saving implementations

## **4. AWARD TIERS AND BENEFITS**

### 1. Platinum Tier (\$5,000 value)

- Annual cash bonus: \$3,000
- Additional PTO: 3 days
- Professional development allowance: \$2,000

### 2. Gold Tier (\$3,000 value)

- Annual cash bonus: \$2,000
- Additional PTO: 2 days
- Professional development allowance: \$1,000

### 3. Silver Tier (\$1,500 value)

- Annual cash bonus: \$1,000
- Additional PTO: 1 day
- Professional development allowance: \$500

## **5. NOMINATION AND SELECTION PROCESS**

### 1. Nominations

- May be submitted by any employee at or above manager level
- Must include specific achievement documentation
- Require minimum two supporting references

### 2. Review Committee

- Composed of department heads and HR representatives
- Quarterly review meetings
- Decisions require majority vote

### 3. Selection Criteria

- Measurable business impact
- Alignment with company values
- Innovation and creativity
- Sustainability of contribution

## **6. AWARD ADMINISTRATION**

### 1. Payment Schedule

- Cash bonuses paid within 30 days of award
- PTO credits applied immediately
- Professional development funds available for 12 months

### 2. Tax Implications

- All cash awards subject to applicable tax withholding
- Company will report awards as required by law
- Recipients responsible for tax obligations

## **7. PROGRAM GOVERNANCE**

### 1. Oversight

- HR Department maintains program documentation
- Quarterly reports to Executive Committee
- Annual program effectiveness review

### 2. Compliance

- Awards comply with Company compensation policies
- Program adheres to equal opportunity principles
- Regular audits ensure fair administration

## **8. CONFIDENTIALITY AND NON-DISCLOSURE**

1. Award details, including monetary values and selection discussions, are confidential and subject to the Company's standard confidentiality policies.

2. Recipients may be publicly acknowledged with their consent.

## **9. MODIFICATION AND TERMINATION**

1. The Company reserves the right to modify or terminate this Program at any time without prior notice.

2. Changes will not affect awards already granted.

## **10. LEGAL DISCLAIMER**

This Program does not constitute an employment contract or modify the at-will employment relationship between the Company and its employees. All awards are discretionary and subject to available funding and business conditions.

## **AUTHORIZATION**

APPROVED AND ADOPTED by Summit Digital Solutions, Inc.

**By:** \_

Dr. Alexandra Reeves

Chief Executive Officer

**Date:** \_

**By:** \_

Sarah Blackwell

Chief Operating Officer

**Date:** \_