

PLATFORM SCALING GUIDELINES

Summit Digital Solutions, Inc.

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1. PURPOSE AND SCOPE

1. These Platform Scaling Guidelines (the "Guidelines") establish the governing framework for the deployment, scaling, and optimization of Summit Digital Solutions, Inc.'s ("Company") Peak Performance Platform(TM) (the "Platform") across enterprise client environments.
2. These Guidelines apply to all Company employees, contractors, and authorized third parties involved in Platform implementation, maintenance, and scaling operations.

2. DEFINITIONS

1. "Platform Instance" means a discrete deployment of the Platform within a client's technology environment.
2. "Scaling Event" means any modification to Platform resources, capacity, or capabilities that increases or decreases its operational footprint.
3. "Critical Infrastructure" means the core components of the Platform necessary for basic functionality, including but not limited to database clusters, API layers, and machine learning engines.

3. PLATFORM ARCHITECTURE REQUIREMENTS

1. Base Configuration
 - a) Each Platform Instance must maintain redundant database clusters
 - b) Minimum of N+1 redundancy for all Critical Infrastructure
 - c) Automated failover capabilities for all production environments
 - d) Geographic distribution of backup systems
2. Scalability Parameters

- a) Horizontal scaling capability for all microservices
- b) Dynamic resource allocation for ML/AI workloads
- c) Auto-scaling triggers based on predefined metrics
- d) Load balancing across multiple availability zones

4. SCALING PROCEDURES

1. Pre-Scaling Assessment

- a) Performance baseline documentation
- b) Resource utilization analysis
- c) Capacity planning review
- d) Risk assessment and mitigation plan
- e) Client notification requirements

2. Implementation Requirements

- a) Staged deployment approach
- b) Rolling updates to prevent service interruption
- c) Real-time monitoring during scaling events
- d) Rollback procedures and triggers
- e) Documentation of configuration changes

3. Post-Scaling Validation

- a) Performance testing requirements
- b) Security compliance verification
- c) Client acceptance criteria
- d) Documentation updates

5. SECURITY AND COMPLIANCE

1. All Scaling Events must maintain compliance with:

- a) SOC 2 Type II requirements
- b) ISO 27001 standards
- c) Client-specific security requirements
- d) Industry-specific regulations

2. Security Controls

- a) Encryption requirements for data at rest and in transit
- b) Access control mechanisms
- c) Audit logging requirements
- d) Vulnerability scanning procedures

6. MONITORING AND MAINTENANCE

1. Required Monitoring

- a) Resource utilization metrics
- b) Performance indicators
- c) Error rates and system health
- d) Security events
- e) Compliance metrics

2. Maintenance Windows

- a) Scheduled maintenance requirements
- b) Emergency maintenance procedures
- c) Client notification protocols
- d) Documentation requirements

7. DISASTER RECOVERY AND BUSINESS CONTINUITY

1. Recovery Time Objectives (RTO)

- a) Tier 1 systems: 4 hours
- b) Tier 2 systems: 8 hours
- c) Tier 3 systems: 24 hours

2. Recovery Point Objectives (RPO)

- a) Tier 1 systems: 15 minutes
- b) Tier 2 systems: 1 hour
- c) Tier 3 systems: 4 hours

8. DOCUMENTATION REQUIREMENTS

1. Required Documentation
 - a) Architecture diagrams
 - b) Configuration specifications
 - c) Scaling procedures
 - d) Security controls
 - e) Compliance documentation

2. Change Management
 - a) Version control requirements
 - b) Approval processes
 - c) Audit trail maintenance
 - d) Document retention policies

9. AMENDMENTS AND UPDATES

1. These Guidelines shall be reviewed and updated annually or as required by significant changes in technology, business requirements, or regulatory environment.
2. All amendments must be approved by the Chief Technology Officer and Chief Digital Officer.

10. LEGAL DISCLAIMER

These Guidelines are confidential and proprietary to Summit Digital Solutions, Inc. Unauthorized distribution, reproduction, or use is strictly prohibited. The Company reserves the right to modify these Guidelines at any time without prior notice. Nothing in these Guidelines shall be construed to create any contractual or other legal rights.

APPROVAL AND EXECUTION

APPROVED AND ADOPTED this 15th day of January, 2024.

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