



Date: 2024-12-18

**VIA EMAIL**

Name: Mostafa Tarek Mostafa Taha Amer  
Address: 501 N York Rd, Willow Grove PA 19090

**RE: UNPAID INTERNSHIP AGREEMENT**

Dear Mostafa Amer,

This letter agreement (this '**Agreement**') sets forth the terms and conditions under which you will participate in an unpaid internship (as described and attached hereto as Schedule 1) with Dr. Nancy Li International LLC, a Wyoming limited liability company with an address of 155 Office Plaza Dr., STE A, Tallahassee, FL 32301 (the '**Company**') to gain training and experience in software engineering, data science, and AI/ML product development, intended to supplement your academic studies.

**1. SERVICES.**

1.1 The Company hereby engages you as an unpaid intern, and you hereby accept such engagement, to participate in an internship with the Company on the terms and conditions set forth in this Agreement.

1.2 You will be expected to perform the duties and responsibilities outlined in **Schedule 1 (the 'Internship Duties')**. This internship is a fully remote position, and all tasks and responsibilities will be performed from your location unless otherwise agreed upon in writing by both parties.

1.3 The internship is intended to provide you with educational benefits through hands-on experience and training in software engineering and AI/ML product development. The Company will provide guidance and access to its materials, information, and systems necessary for the performance of the Internship Duties.

1.4 Your participation in this internship is voluntary, and the Company will not control the manner or means by which you perform the Internship Duties, including the time and place you complete them, except as needed to meet learning objectives or project requirements. Unless otherwise specified in writing, you are not required to provide or use your own materials, equipment, or other resources to perform the Internship Duties.

2. **TERM.** The term of this Agreement shall commence on the date of your execution of this Agreement and shall continue until the Internship Duties are completed, unless earlier terminated in accordance with Section 10 (the "**Term**"). Any extension of the Term will be subject to mutual written agreement between you and the Company (referred to collectively as the "**Parties**").

The term of this Internship Agreement shall commence during the period of internship stated in Schedule 1, unless terminated earlier by either party in accordance with this Agreement. The internship will require a commitment of 10 hours per week to be scheduled according to mutual agreement between the Intern and the Company. This is an at-will arrangement, and either party may terminate the internship at any time, for any reason or no reason, with or without notice.

3. **NO COMPENSATION**

1. You acknowledge and agree that this internship is unpaid. You will not receive any wages, salary, or other compensation for the Internship Duties provided during the term of this internship. Additionally, you are not entitled to reimbursement for any expenses unless otherwise agreed upon in writing by the Company

4. **RELATIONSHIP OF THE PARTIES.**

- 4.1. You are an unpaid intern of the Company, and this Agreement shall not be construed to create any association, partnership, joint venture, employment, or agency relationship between you and the Company for any purpose. This internship is intended for your educational benefit, to provide practical experience

that supplements your academic studies. You acknowledge that you will not receive any compensation or employee benefits from the Company. You have no authority (and shall not hold yourself out as having authority) to bind the Company and you shall not make any agreements or representations on the Company's behalf without the Company's prior written consent.

4.2. EDUCATIONAL PURPOSE: This internship is designed to provide you with educational benefits through hands-on experience and training in software engineering and AI/ML product development. You will have opportunities to learn industry practices and apply your academic knowledge in a real-world setting under the guidance of experienced professionals.

4.3. Without limiting Section 4.1, you will not be eligible to participate in any vacation, group medical or life insurance, disability, profit sharing or retirement benefits, or any other fringe benefits or benefit plans offered by the Company to its employees, and the Company will not be responsible for withholding or paying any income, payroll, Social Security, or other federal, state, or local taxes, making any insurance contributions, including for unemployment or disability, or obtaining workers' compensation insurance on your behalf. You shall be responsible for, and shall indemnify the Company against, all such taxes or contributions, including penalties and interest. Any persons employed or engaged by you in connection with the performance of the Internship Duties shall be your employees or contractors and you shall be fully responsible for them and indemnify the Company against any claims made by or on behalf of any such employee or contractor.

## 5. INTELLECTUAL PROPERTY RIGHTS.

5.1. The Company is and will be the sole and exclusive owner of all right, title, and interest throughout the world in and to all the results and proceeds of the Internship Duties performed under this Agreement, including but not limited to the deliverables set out in Schedule 1 (collectively, the "Deliverables") and all other writings, code, technology, inventions, discoveries, processes, techniques, methods, ideas, concepts, research, proposals, and materials, and all other work product of any nature whatsoever, that are created, prepared, produced, authored, edited, modified, conceived, or reduced to practice in the course of performing the Internship Duties or other work performed in connection with the Internship Duties or this Agreement (collectively, and including the Deliverables, "**Work Product**") including all patents, copyrights, trademarks (together with the goodwill symbolized thereby), trade secrets, know-how, and other confidential or proprietary information, and other intellectual property rights (collectively "**Intellectual Property Rights**") therein. You agree that the Work Product is hereby deemed "work made for hire" as defined in 17 U.S.C. § 101 for the Company and all copyrights therein automatically and immediately vest in the Company. If, for any reason, any Work Product does not constitute "work made for hire," you hereby irrevocably assign to the Company, for no additional consideration, your entire right, title, and interest throughout the world in and to the Work Product, including all Intellectual Property Rights therein, including the right to sue for past, present, and future infringement, misappropriation, or dilution thereof.

- 5.2. To the extent any copyrights are assigned under this Section 5.2, you hereby irrevocably waive in favor of the Company, to the extent permitted by applicable law, any and all claims you may now or hereafter have in any jurisdiction to all rights of paternity or attribution, integrity, disclosure, and withdrawal and any other rights that may be known as "moral rights" in relation to all Work Product to which the assigned copyrights apply.
- 5.3. Upon the request of the Company, during and after the Term, you shall promptly take such further actions, including execution and delivery of all appropriate instruments of conveyance, and provide such further cooperation, as may be reasonably necessary to assist the Company to apply for, prosecute, register, maintain, perfect, record, or enforce its rights in any Work Product and all Intellectual Property Rights therein. In the event the Company is unable, after reasonable effort, to obtain your signature on any such documents, you hereby irrevocably designate and appoint the Company as your agent and attorney-in-fact, to act for and on your behalf solely to execute and file any such application or other document and do all other lawfully permitted acts to further the prosecution and issuance of patents, copyrights, or other intellectual property protection related to the Work Product with the same legal force and effect as if you had executed them. You agree that this power of attorney is coupled with an interest.
- 5.4. As between you and the Company, the Company is, and will remain, the sole and exclusive owner of all right, title, and interest in and to any documents, specifications, data, know-how, methodologies, software, and other materials provided to you by the Company ("**Company Materials**"), including all Intellectual Property Rights therein. You have no right or license to reproduce or use any Company Materials except solely during the Term to the extent necessary to perform your obligations under this Agreement. All other rights in and to the Company Materials are expressly reserved by the Company. You have no right or license to use the Company's trademarks, service marks, trade names, logos, symbols, or brand names.

## 6. **CONFIDENTIALITY.**

- 6.1. You acknowledge that you will have access to information that is treated as confidential and proprietary by the Company including without limitation trade secrets and information pertaining to business operations and strategies, customers, pricing and discount schedules and lists, marketing materials, finances, personnel, course materials, client documents, service development strategies, or operations of the Company, its affiliates, or their customers, in each case whether spoken, written, printed, electronic, or in any other form or medium (collectively, the "**Confidential Information**"). Any Confidential Information that you access or develop in connection with the Internship Duties, including but not limited to any Work Product, shall be subject to the terms and conditions of this clause. You agree to treat all Confidential Information as strictly confidential, not to disclose Confidential Information or permit it to be disclosed, in whole or part, to any third party without the prior written consent of the Company in each instance, and not to use any Confidential Information for any purpose except as required in the performance of the Internship Duties. You shall notify the Company immediately

in the event you become aware of any loss or disclosure of any Confidential Information.

6.2. Confidential Information shall not include information that: (a) is or becomes generally available to the public other than through your breach of this Agreement; or (b) is communicated to you by a third party that had no confidentiality obligations with respect to such information.

6.3. Nothing herein shall be construed to prevent disclosure of Confidential Information as may be required by applicable law or regulation, or pursuant to the valid order of a court of competent jurisdiction or an authorized government agency, provided that the disclosure does not exceed the extent of disclosure required by such law, regulation, or order. You agree to provide written notice of any such order to the Company within forty-eight (48) hours of receiving such order, but in any event sufficiently in advance of making any disclosure to permit the Company to contest the order or seek confidentiality protections, as determined in the Company's sole discretion.

6.4. Notice of Immunity Under the Defend Trade Secrets Act of 2016 ("DTSA"). Notwithstanding any other provision of this Agreement, you will not be held criminally or civilly liable under any federal or state trade secret law for any disclosure of a trade secret that: (a) is made: (i) in confidence to a federal, state, or local government official, either directly or indirectly, or to an attorney; and (ii) solely for the purpose of reporting or investigating a suspected violation of law; or (b) is made in a complaint or other document that is filed under seal in a lawsuit or other proceeding. If you file a lawsuit for retaliation by the Company for reporting a suspected violation of law, you may disclose the Company's trade secrets to your attorney and use the trade secret information in the court proceeding if you: (a) file any document containing the trade secret under seal; and (b) do not disclose the trade secret, except pursuant to court order.

## **7. REPRESENTATIONS AND WARRANTIES.**

7.1. You represent and warrant to the Company that: (a) you have the right to enter into this Agreement, to grant the rights granted herein, and to perform fully all of your obligations in this Agreement; (b) your entering into this Agreement with the Company and your performance of the Internship Duties do not and will not conflict with or result in any breach or default under any other agreement to which you are subject; (c) you have the required skill, experience, and qualifications to perform the Internship Duties, you shall perform the Internship Duties in a professional and workmanlike manner in accordance with generally recognized industry standards for similar Internship Duties, and you shall devote sufficient resources to ensure that the Internship Duties are performed in a timely and reliable manner; (d) you shall perform the Internship Duties in compliance with all applicable federal, state, and local laws and regulations, including by maintaining all licenses, permits, and registrations required to perform the Internship Duties; (e) the Company will receive good and valid title to all Work Product, free and clear of all encumbrances and liens of any kind; and (f) all Work Product is and shall be your original work (except for material in the public domain or provided by the Company) and, to the best of your knowledge, do not

and will not violate or infringe upon the intellectual property right or any other right whatsoever of any person, firm, corporation, or other entity.

- 7.2. The Company hereby represents and warrants to you that: (a) it has the full right, power, and authority to enter into this Agreement and to perform its obligations hereunder; or (b) the execution of this Agreement by its representative whose signature is set forth at the end hereof has been duly authorized by all necessary corporate action.

## 8. **INDEMNIFICATION.**

- 8.1. You shall defend, indemnify, and hold harmless the Company and its affiliates and their officers, directors, employees, agents, successors, and assigns from and against all losses, damages, liabilities, deficiencies, actions, judgments, interest, awards, penalties, fines, costs, or expenses of whatever kind (including reasonable attorneys' fees) arising out of or resulting from: (a) bodily injury, death of any person, or damage to real or tangible personal property resulting from your acts or omissions; and (b) your breach of any representation, warranty, or obligation under this Agreement.

- 8.2. The Company may satisfy such indemnity (in whole or in part) by way of deduction from any payment due to you.

## 9. **TERMINATION.**

- 9.1. You or the Company may terminate this Agreement without cause upon five (5) business days' written notice to the other party to this Agreement. In the event of termination pursuant to this clause, the Company shall pay you on a pro-rata basis any Fees then due and payable for any Internship Duties completed up to and including the date of such termination.

- 9.2. You or the Company may terminate this Agreement, effective immediately upon written notice to the other party to this Agreement, if the other party breaches this Agreement, and such breach is incapable of cure, or with respect to a breach capable of cure, the other party does not cure such breach within five (5) business days after receipt of written notice of such breach.

- 9.3. Upon expiration or termination of this Agreement for any reason, or at any other time upon the Company's written request, you shall promptly after such expiration or termination: (a) deliver to the Company all Deliverables (whether complete or incomplete) and all materials, equipment, and other property provided for your use by the Company; (b) deliver to the Company all tangible documents and other media, including any copies) containing, reflecting, incorporating, or based on the Confidential Information; (c) permanently erase all of the Confidential Information from your computer systems; and (d) certify in writing to the Company that you have complied with the requirements of this clause.

- 9.4. The terms and conditions of this clause and Section 4, Section 5, Section 6, Section 7, Section 8, Section 10, Section 12, Section 13, Section 14, Section 15,

Section 16, and Section 17 shall survive the expiration or termination of this Agreement.

10. **OTHER BUSINESS ACTIVITIES.** You may be engaged or employed in any other business, trade, profession, or other activity which does not place you in a conflict of interest with the Company; provided, that, during the Term, you shall not be engaged in any business activities that do or may compete with the business of the Company.

11. **NON-SOLICITATION.**

11.1. You agree that during the Term of this Agreement and for a period of twenty-four (24) months following the termination or expiration of this Agreement, you shall not make any solicitation to employ the Company's personnel without written consent of the Company to be given or withheld in the Company's sole discretion.

11.2. You understand and acknowledge that because of your experience with and relationship to the Company, you will have access to and learn about much or all of the Company's customer information. "**Customer Information**" includes, but is not limited to, names, phone numbers, addresses, email addresses, order history, order preferences, chain of command, decision-makers, pricing information, and other information identifying facts and circumstances specific to the customer and relevant to Internship Duties requested and/or provided to the customer by the Company. You understand and acknowledge that loss of this customer relationship and/or goodwill will cause significant and irreparable harm. You agree and covenant not to directly or indirectly solicit, contact (including but not limited to email, regular mail, express mail, telephone, fax, instant message, or social media), attempt to contact, or meet with the Company's current or prospective customers for purposes of offering or accepting goods or Internship Duties similar to or competitive with those offered by the Company for a term of twenty-four (24) months after the termination or expiration of this Agreement, regardless of the reason for the termination and whether this Agreement is terminated at your option or the Company

12. **ASSIGNMENT.** You shall not assign any rights, or delegate or subcontract any obligations, under this Agreement without the Company's prior written consent. Any assignment in violation of the foregoing shall be deemed null and void. The Company may freely assign its rights and obligations under this Agreement at any time. Subject to the limits on assignment stated above, this Agreement will inure to the benefit of, be binding on, and be enforceable against each of the Parties hereto and their respective successors and assigns.

13. **REMEDIES.** In the event you breach or threaten to breach Section 6 or Section 12 of this Agreement, you hereby acknowledge and agree that the Company shall be entitled to seek, in addition to other available remedies, a temporary or permanent injunction or other equitable relief restraining such breach or threatened breach from any court of competent jurisdiction, and that money damages would not afford an adequate remedy, without the necessity of showing any actual damages [, and without the necessity of posting any bond or other security. This equitable relief shall be in addition to, not in lieu of, legal remedies, monetary damages, or other available forms of relief.

14.       **ARBITRATION.**

14.1.       Any dispute, controversy, or claim arising out of or related to this Agreement or any breach or termination of this Agreement, including but not limited to the Internship Duties you provide to the Company, and any alleged violation of any federal, state, or local statute, regulation, common law, or public policy, whether sounding in contract, tort, or statute, shall be submitted to and decided by binding arbitration. Arbitration shall be administered by an arbitration association recognized by the Massachusetts Bar Association (“**Bar**”), chosen by Company sole discretion, and held in Boston, Massachusetts before a single arbitrator, in accordance with the rules, regulations, and requirements recognized by the Bar. Any arbitral award determination shall be final and binding upon the Parties. Judgment on the arbitrator's award may be entered in any court of competent jurisdiction.

14.2.       Arbitration shall proceed only on an individual basis. The Parties waive all rights to have their disputes heard or decided by a jury or in a court trial and the right to pursue any class or collective claims against each other in court, arbitration, or any other proceeding. Each party shall only submit their own individual claims against the other and will not seek to represent the interests of any other person. The arbitrator shall have no jurisdiction or authority to compel any class or collective claim, or to consolidate different arbitration proceedings with or join any other party to an arbitration between the Parties.

15.       **NON-DISPARAGEMENT.** You agree and covenant that you will not at any time make, publish, or communicate to any person or entity or in any public forum any defamatory or disparaging remarks, comments, or statements concerning the Company or its business, or any of its employees, officers, and existing and prospective customers, suppliers, and other associated third parties. This covenant does not, in any way, restrict or impede you from exercising protected rights to the extent that such rights cannot be waived by agreement or from complying with any applicable law or regulation or a valid order of a court of competent jurisdiction or an authorized government agency, provided that such compliance does not exceed that required by the law, regulation, or order. The Company agrees and covenants that it shall direct its officers and directors to refrain from making any defamatory or disparaging remarks, comments, or statements concerning you to any third parties.

16.       **GOVERNING LAW, JURISDICTION, AND VENUE.** This Agreement and all related documents including all schedules attached hereto and all matters arising out of or relating to this Agreement and the Internship Duties provided hereunder, whether sounding in contract, tort, or statute, for all purposes shall be governed by and construed in accordance with the laws of State of Florida without giving effect to any conflict of laws principles that would cause the laws of any other jurisdiction to apply. Any action or proceeding by either of the Parties to enforce this Agreement shall be brought only in any state or federal court located in Miami Dade County, Miami, Florida. The Parties hereby irrevocably submit to the exclusive jurisdiction of these courts and waive the defense of inconvenient forum to the maintenance of any action or proceeding in such venue.



**17. COMPLIANCE WITH LEGAL STANDARDS**

This internship is intended to comply with the Fair Labor Standards Act (FLSA) and all applicable state and federal laws regarding unpaid internships. The Company and Intern agree that this internship is primarily for the benefit of the Intern and does not entitle the Intern to future employment with the Company upon completion.

**18. MISCELLANEOUS.**

- 18.1. You shall not export, directly or indirectly, any technical data acquired from the Company, or any products utilizing any such data, to any country in violation of any applicable export laws or regulations.
- 18.2. All notices, requests, consents, claims, demands, waivers, and other communications hereunder (each, a "Notice") shall be in writing and addressed to the Parties at the addresses set forth on the first page of this Agreement (or to such other address that may be designated by the receiving party from time to time in accordance with this Section). All Notices shall be delivered by email, certified or registered mail (return receipt requested, postage prepaid). Except as otherwise provided in this Agreement, a Notice is effective only if (a) the receiving party has received the Notice and (b) the party giving the Notice has complied with the requirements of this Section.
- 18.3. This Agreement, together with any other documents incorporated herein by reference and related exhibits and schedules, constitutes the sole and entire agreement of the Parties to this Agreement with respect to the subject matter contained herein, and supersedes all prior and contemporaneous understandings, agreements, representations and warranties, both written and oral, with respect to such subject matter.
- 18.4. This Agreement may only be amended, modified, or supplemented by an agreement in writing signed by each party hereto, and any of the terms thereof may be waived, only by a written document signed by each party to this Agreement or, in the case of waiver, by the party or parties waiving compliance.
- 18.5. If any term or provision of this Agreement is invalid, illegal, or unenforceable in any jurisdiction, such invalidity, illegality, or unenforceability shall not affect any other term or provision of this Agreement or invalidate or render unenforceable such term or provision in any other jurisdiction.
- 18.6. This Agreement may be executed in multiple counterparts and by electronic signature, each of which shall be deemed an original and all of which together shall constitute one instrument.

[SIGNATURE PAGE TO FOLLOW]

If this letter accurately sets forth our understanding, kindly execute the enclosed copy of this letter and return it to the undersigned.

Very truly yours,  
Dr. Nancy Li International LLC

By: Nancy Li

Name: Dr. Nancy Li  
Title: Manager

#### ACCEPTANCE OF OFFER & AGREEMENT

I have read, understood, and accept all the terms and conditions set forth in this Agreement. I acknowledge and agree that this internship is unpaid, is for educational purposes only, and does not entitle me to future employment with the Company. I have not relied on any agreements or representations, express or implied, that are not set forth expressly in Agreement, and this Agreement supersedes all prior and contemporaneous understandings, agreements, representations and warranties, both written and oral, with respect to the subject matter of this letter. I ACKNOWLEDGE AND AGREE THAT I HAVE HAD AN OPPORTUNITY TO ASK QUESTIONS AND CONSULT WITH AN ATTORNEY BEFORE ENTERING INTO THIS AGREEMENT IN ACCORDANCE TO THE TERMS AND CONDITIONS SET FORTH HEREIN.

Date: 2024-12-18

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

*Mostafa Amer*

Mostafa Amer

## SCHEDULE 1

### **Internship Duties and Responsibilities**

#### **Internship Title:**

Software Engineer Intern - AI/ML

#### **Primary Objective:**

To provide educational training and practical experience in software engineering with a focus on AI/ML product development, using cutting-edge AI tools and frameworks. This internship is designed to supplement your academic studies by allowing you to apply classroom learning to real-world projects in a professional environment.

#### **Relation to Field of Study:**

This internship is directly related to fields of study such as Computer Science, Data Science, Software Engineering, Artificial Intelligence, and Machine Learning. It offers a unique opportunity to apply theoretical knowledge from these disciplines to practical tasks, such as developing AI-driven applications, integrating machine learning models, and working with advanced data pipelines. Interns will gain hands-on experience with industry-relevant tools, frameworks, and methodologies, thereby enhancing their understanding and skills in areas highly sought after by employers in the AI and tech industries.

#### **Duties and Responsibilities:**

As a Software Engineer Intern at the Company, your primary duties and responsibilities will include, but are not limited to:

##### **1. Collaborative Development:**

- Work closely with product managers, UI/UX designers, and data scientists from the PM Accelerator community to design and develop AI-driven and Generative AI (GenAI)

applications.

- Participate in regular team meetings and contribute to the agile development process.

**2. Exploration and Application of AI Tools:**

- Engage in continuous learning and exploration of GenAI tools and frameworks, applying them in practical, real-world scenarios.
- Develop expertise in tools such as large language models (LLMs), machine learning frameworks, and prompt engineering techniques.

**3. Software Engineering Tasks:**

- Contribute to either front-end or back-end development, depending on your expertise. Full-stack development contributions are preferred.
- Execute the integration of AI technologies, including LLMs, machine learning models, and various APIs (such as ChatGPT API) into applications.

**4. Data Pipeline Development:**

- Assist in the creation and optimization of data pipelines that support AI models and product features, ensuring data flows efficiently and securely within the applications.

**5. Research and Innovation:**

- Conduct research on state-of-the-art AI/ML techniques, tools, and frameworks to enhance the functionality of AI products.
- Document findings and present summaries or recommendations to the product development team.

**6. Communication and Reporting:**

- Prepare and deliver progress reports, both written and verbal, to mentors, supervisors, and team members.
- Participate in weekly office hours with tech advisors to receive guidance and mentorship.

**Work Schedule:**

- This is a fully remote internship position, and you are expected to commit 10 hours per week, with specific days and times to be agreed upon by both you and the Company.

Start Date: 2025-01-20

End Date: 2025-05-09

**Supervision and Mentorship:**

- You will be supervised by experienced mentors and tech advisors from PM Accelerator who will provide regular feedback, support, and guidance.
- Weekly office hours will be available to help guide your development and provide mentorship throughout the internship.

#### **Learning and Development Opportunities:**

- **Hands-On Experience:** You will gain practical experience in developing and launching real-world GenAI products.
- **Free AI Engineer Certification:** Upon successful completion of the internship, you will receive an AI Engineer Certification.
- **Educational Resources:** Access to recommended tech courses tailored for developers and data scientists.
- **Networking:** Opportunities to connect with AI/ML engineers and job referral opportunities within our AI Project community channel.

#### **Performance Evaluation:**

- Your performance will be evaluated based on your progress in completing assigned tasks, your engagement in learning opportunities, and your contributions to team goals.
- A final evaluation will be conducted at the end of the internship, providing feedback on your achievements and areas for growth.

## EXHIBIT A

### **SOCIAL MEDIA BUSINESS USE GUIDELINES**

#### **Overview**

Participating in blogs and other social media outlets and contributing to relevant online communities can be a terrific way to expand and elevate the business reputation, presence, and coaching services provided by Dr. Nancy Li International LLC (the “**Company**”). The Company has determined that you possess the necessary professionalism and industry knowledge and experience to act as our "representative" in the social media arena, subject to the terms of these guidelines. The following are guidelines to assist you in putting your best foot forward online, which will reflect well on all of us. Remember that you are not an employee of the Company, and you are contacted for comment about Company for publication, including publication in any social media outlet, direct the inquiry to Nancy Li and do not respond without her approval.

**Speak Knowledgeably.** You are an industry leader in your area of expertise. Make sure that your online postings and communications reflect this expertise, and that you speak only about what you know. Before posting content, take the time to review the context and what others have said, to be sure you are contributing in a meaningful way.

**Be Interesting and Interactive.** Write in the first person and, to the extent you feel comfortable, share some information about yourself that others would find interesting to increase the appeal of your postings. If you are posting about the Company, identify your affiliation with the Company and your role, as expressly provided in your contractor agreement with the Company. Create excitement about the work you are doing and invite a dialogue to learn from others doing similar or related things.

**Add Value.** Consider the value of your contribution before you post. If what you are posting assists others in the community, including your peers or our customers, or solves a problem, you are adding value. Similarly, if your contribution enhances the sense of community surrounding the Company or improves the image of the Company and our services and offerings, it is adding value.

**Respond to Your Mistakes Quickly.** If you post something in error, respond quickly to correct it. Your credibility is judged by your accuracy and your willingness to recognize and fix your mistakes. If you modify a prior online post, be up front about doing so.

**Don't Be Argumentative.** If you choose to disagree with fellow online commentators, do so respectfully and factually. If you speak negatively about a competitor's business in any way, do not disparage the competitor beyond stating the facts to make your point. Engaging in arguments and inflammatory debates can tarnish your credibility and reputation, and by association, that of Company. Be respectful to all others in the online community.

**Be Respectful.** Never post anything that might be offensive to others, such as sexual comments or racial slurs. Remember that talk of religion or politics can also easily offend others.

**Comply With Our Policies.** If your post would violate any of the Company's policies in another forum, it will also violate them in an online forum. Do not use social media to disclose confidential or proprietary information about the Company, harass or discriminate against fellow colleagues in the

Company, defame or disparage the Company or fellow colleagues, or violate any other Company policy. You must also not use social media in a false or misleading way, for example, by claiming to be someone other than yourself or by creating an artificial "buzz" around Company's business or services.

**Protect Customers, Suppliers, Business Associates, and Investors.** Do not cite or refer to our customers, vendors, business associates, or investors, identify them by name, or reveal any confidential information related to them without getting their explicit written permission in advance, as well as advance permission from Nancy Li. Also, do not discuss or conduct business with a customer, supplier, business associate, or investor in an online forum.

**Do Not Comment on Company's Business Performance or Plans.** Disclosing or commenting on Company's confidential business information is absolutely prohibited, whether related to sales, customer lists, financials, business or marketing plans, performance, or prospects. Do not comment in any way on rumors about the same. If asked directly, do not respond or simply state "no comment."

**Respect and Comply with Terms of Use of All Sites You Visit.** Do not expose yourself or Company to legal risk by accessing or using a web site in violation of its terms of use. Review the terms of use of all social media sites you visit and ensure your use complies with them. Pay particular attention to terms relating to:

- Prohibitions or restrictions on the use of the social media site, including prohibitions or restrictions on use for advertising, marketing and promotions, or other commercial purposes (for example, Facebook's Statement of Rights and Responsibilities (its terms of use) and accompanying Promotion Guidelines specify the terms for businesses that administer promotions through Facebook).
- Ownership of intellectual property used on, or information collected or generated through use of, the site (for example, any of Company's copyrighted material and trademarks that might be posted on the site, or user information the company collects through the site).
- Requirements for licenses or other permissions allowing use by the site owner and other third parties of the company's trademarks or other intellectual property.
- Privacy rights and responsibilities of the site owner and users.

**Be Aware That All Social Media Accounts Created or Used on Behalf of Company Belong Solely to Company.** Any social media accounts created or used by employees or contractors on behalf of Company or otherwise for any Company's business purposes belong solely to the Company, including any and all log-in information, passwords, and content associated with each account, including followers and contacts. Company shall at all times retain sole ownership of all such accounts, including all log-in information, passwords, and associated content.



You agree that you will not create any social media account to be used on behalf of Company or for any business purposes without Company's express prior authorization. If you have any questions about creating or managing a social media account, please contact Nancy Li.

**Be Aware That You Can be Subject to Disciplinary Action for Violation of These Guidelines.**

Violation of these guidelines, particularly in a way that could subject Company to liability, will be subject to appropriate discipline, up to and including termination. If you are unsure whether your planned actions might violate any of these guidelines, speak to Nancy Li for clarification.

**Conduct Not Prohibited by This Policy**

This policy is not intended to restrict communications or actions protected or required by state or federal law.

**Acknowledgment of Receipt and Review**

I, the undersigned, acknowledge that, on the date stated below, I received a copy of Company's Company Social Media Use Guidelines and that I read it, understood it, and agree to comply with it. I understand that Company has the maximum discretion permitted by law to interpret, administer, change, modify, or delete this policy at any time with or without notice. No statement or representation by a supervisor or manager or any other employee, whether oral or written, can supplement or modify this policy. Changes can only be made if approved in writing by Nancy Li. I also understand that any delay or failure by Company to enforce any work policy or rule will not constitute a waiver of Company's right to do so in the future. I understand that neither this policy nor any other communication by a management representative or any other employee, whether oral or written, is intended to in any way create a contract of employment. I understand that, unless I have a written employment agreement signed by an authorized Company representative, I am an independent contractor and this policy does not modify my independent contractor status.

Date: 2024-12-18      Signature : \_\_\_\_\_

Print Name: \_\_\_\_\_

*Mostafa Amer*

Mostafa Amer