



# Team

# Playbook

Updated: 2020

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## Vision

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1. **Give** our salaries.
2. **Grow His** Kingdom.
3. **Blur** the line between business and ministry.

### **Vision Enabler**

A company centered on ***Biblical Principals.***

## Relationships

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**Relationships** are key and foundational to everything we do and everyone we come in contact with. We know over time our relationship defines our **reputation** and ultimately this is our footprint in His Kingdom.

Zero tolerance for **blame**. Blame drives emotions and causes unhealthy behavior. However, post-situational analysis is encouraged and is used to continuously improve FreedomDev.

## Aspects of Culture

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1. Values, we live them out and employ them
2. Heart *for* Stewardship
3. Freedom and Responsibility *of* Creation
4. High Performance Coupled with Balance
5. Highly Aligned

## Values - Image

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## Values - Definition

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### Trust

#### Four elements of trust:

Integrity & Honesty: You ***never lie***. You are the same in all facets of life.

Care: You care, you are ***all in*** and we don't doubt it.

Alignment: You uphold the ***vision*** even if you don't agree with it.

Competence: You have the ***skills*** to do what you say.

### Communication

- We listen well.
- We treat people with respect independent of disagreements.
- We maintain calm poise in stressful situations.
- We are concise and articulate in speech and writing.

### Selflessness

- We seek what is best for FreedomDev as a whole.
- Our humility is attractive.
- We make time to help the team.
- We share all information openly and proactively.

## Impact

- We accomplish **amazing amounts of important quality work.**
- We consistently demonstrate strong performance.
- We are reliable in all things.
- We understand and can quickly articulate priority and critical path.
- We are bias-to-action.

## Passion

- We **care** intensely about FreedomDev's success.
- We inspire others with our thirst for **excellence** and **growth**.
- Our tenacity is attractive.
- We keep a **balance** of **Faith** and **Family**.

## Judgement

- We identify **root causes** and get beyond treating **symptoms**.
- We think strategically and can articulate what we are and are **not** trying to do.
- We make tough decisions without excessive agonizing.
- We take calculated risks.
- We apply judgement to the action not the person.

## Courage

- We say what we think (in a healthy way) even if it is controversial.
- We are quick to question actions inconsistent with our values.

## Service

- We serve **first** in everything we do.
- We understand the way we **serve** is first to love others.



## Candor

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We practice **candor** at FreedomDev.



can·dor

/ˈkændər/

*noun*

the quality of being open and honest in expression; frankness.  
"a man of refreshing candor"

" In order to succeed, you have to Challenge Directly. Challenging people is often the **best way to show you care**. It does not mean that whatever you think is the truth; it means you share your (humble) opinions directly." *Radical Candor Book*

### **Ephesians 4:15**

<sup>15</sup> Instead, **speaking the truth in love**, we will **grow** to become in every respect the mature body of him who is the head, that is, Christ.

## Heart for Stewardship

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We understand as a company that God is in control. He has commanded us that anything we apply effort to we do with His Kingdom in mind. FreedomDev simply says:

*“We are intentional and wise as we use our*

*God given talents and resources to grow His Kingdom.”*

**Colossians 3:17** *And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through him.*

There are multiple dimensions of stewardship. At different times certain dimensions will be a focus but our constants are these (in order of importance):

1. Giving Money
2. Providing Jobs
3. Growing Spiritually
4. Giving Talent
5. Giving Time

Many times, **Jesus spoke in stories** (parables) to share, teach, defend, strengthen and grow the community. FreedomDev uses our stories to do the same. Frequently the team will be asked to tell their current **“Stewardship Story”**. This is a chance for others to learn, grow, get excited and be part of the bigger experience.

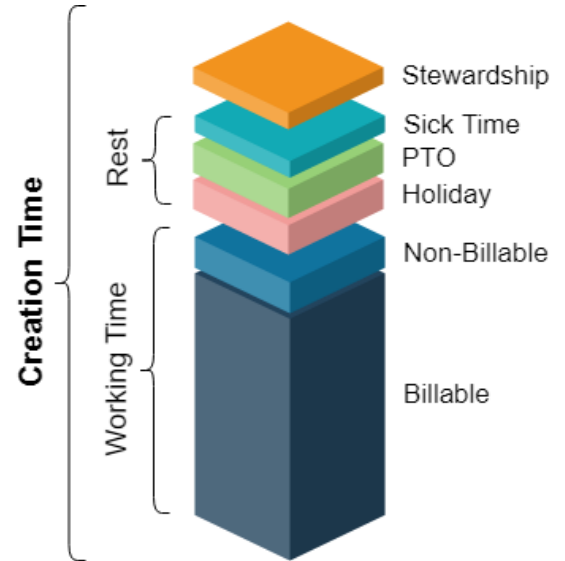
# Freedom and the Responsibility of Creation

The curse of **Work**:

**Genesis 3:17**, ... to Adam the Lord said, “Because you have listened to the voice of your wife and have eaten of the tree of which I commanded you...cursed is the ground because of you; **in pain you shall eat of it all the days of your life**; thorns and thistles it shall bring forth...**By the sweat of your face you shall eat bread**, till you return to the ground...

## Freedom

**IF** and **WHERE** you **WORK** is a choice...and by definition a “**free choice**”, so at FreedomDev we define what that choice looks like.



**Creation** starts with work. **Work** is something we choose to do and by definition not always easy. However, at FreedomDev we try to make it fulfilling. **Rest** is part of creation. We also believe that using our time to extend the Kingdom is a privilege, so we allow for some Stewardship time. As we plan to create there is a subset of time after rest, we call **Working Time**. Our goal is to maximize our efforts and systems so that the majority of our working time is something a customer is willing to pay for. This time is called **Billable Time**.

## Responsibility

As a Global company, **it takes at least 40 creation hours per week to complete a typical full-time workweek at FreedomDev.** A full plate of priorities, urgencies and responsibilities will need to be tackled every day. The person capable of managing this and having **stellar** impact for FreedomDev will be the one to watch, learn from and follow.

## ***Working Hours***

A typical full-time year will have roughly 261 working days or 2,088 working hours. After PTO (Personal Time Off) and Holidays, there are 237 working days or 1,896 working hours available. Each day should average at least 8 hours.

A full-time employee equates a day to 8 hours. Any calculations using days, such as paid or sick time off will be calculated on an 8 hour per day basis.

## ***Personal Time Off (PTO)***

FreedomDev recognizes that rest and time away from work is important and needed to keep a healthy life balance.

A full-time employee receives 18 days, or 144 hours of PTO (Personal Time Off) annually.

- PTO is paid.
- Any PTO for a day or less, must be reported to [hr@freedomdev.com](mailto:hr@freedomdev.com) via email prior to taking it, but does not require approval.
- Any PTO greater than a day requires approval prior to taking it, by sending an email to [hr@freedomdev.com](mailto:hr@freedomdev.com).
- We want to approve 100% of requests if possible, but we also must be mindful of not putting FreedomDev or our customers at risk.
- All PTO must also be tracked in FD Office.
- PTO is tracked from January 1<sup>st</sup> – December 31<sup>st</sup> of each year.
- You may track PTO by hour or by day(s). The lowest increment of PTO is 1 Hour.
- PTO can be used for a variety of reasons, including: vacation time, personal time off, floating holiday, doctor/dentist appointments, sporting events, or caring for family members.
- PTO is not carried over into the following year. Rest is meant to be taken as part of the creation model.
- In the event more PTO is taken during the year than given, you may not get paid for that time.
- In the event of termination, FreedomDev does not payout any unused PTO.

- For any PTO lasting at least a day, send out an Outlook meeting invite to anyone impacted by your leave (i.e. your team members, or the person scheduling your sprints).
- We ask that all PTO is reported at least 2 weeks in advance. This allows each Project Manager to plan accordingly with no surprises.

### ***Sick Time***

FreedomDev encourages employees who are ill to take the time they need to rest and recover. As a result, we do not define a set number of paid sick days, but instead we trust that each employee will use this time appropriately. If FreedomDev believes an employee is abusing the sick policy, we reserve the right to address the issue with the employee.

- A physician's note is required for any sick time lasting more than 3 consecutive days.
  - If a doctor's note is not provided, PTO is assumed.
- Employees who are absent for 7 consecutive calendar days due to illness or injury, can apply for short-term disability pay beginning on the 8th day.
  - If short-term disability application is denied, that time will be unpaid.
- In the event of short-term disability, the 5 working days prior will come from PTO, if no PTO is available, they are unpaid.
- All sick time must be tracked in FD Office.
- Sick time must be reported to [hr@freedomdev.com](mailto:hr@freedomdev.com)
- If you are sick, but plan on making that time up in the same week, then you do not need to record/report any sick time.
- Routine healthcare (e.g. doctor's/dentist's appointments) is considered PTO, not sick time.
- Our employees can take sick time when they want to:
  - Recover from sudden illness
  - Recover from accidents/injuries

### ***Bereavement Time***

In the unfortunate event of a death of a loved one, FreedomDev provides paid bereavement time. On request, employees will receive up to 3 paid consecutive work days. If additional time off is needed, an employee may use PTO time, or a request for unpaid personal leave should be made.

We will grant bereavement time for the following reasons:

- Arrangement of a funeral or memorial service
- Attendance of a funeral or memorial service
- Fulfilment of family obligations
- Personal mourning

### ***Scheduled Holidays***

Full-time employees are eligible for 6 paid holidays annually. FreedomDev observes the following:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day
- All Holiday time must be tracked in FD Office

## High Performance Coupled with Balance

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Imagine if **every** person at FreedomDev is someone you respect and learn from.

**Performance:** not directly tied to “Hard Work”. **It’s about effectiveness and effort.** We don’t measure how many weekends or evenings. We watch “How Much?”, “How Quick?”, and “How Well?” the person gets the work done.

As with anything there is a **balancing act**. FreedomDev believes that the person who does the following will be successful in life:

1. Finds and maintains a balance between **Faith, Family** and **Hard Work**.
2. Represents the same person in all facets of his life. Has **no boxes** or different personalities in different environments.



## Highly Aligned

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Driving a car with uneven wheel alignment is no fun. It promotes uneven tire wear, unsafe conditions, continued pulling, more steering adjustments and most importantly an uncomfortable ride. As FreedomDev moves forward we **expect 100% alignment** on company direction from the team(s). FreedomDev assumes the responsibility to **communicate** as much as possible and expose needed information frequently to hold this alignment.

FreedomDev understands that alignment does not mean **agreement**. That's OK! FreedomDev knows it will not make all the right choices all the time. The **expectation** is to **trust**, to be part of the solution and come into alignment with the corporate vision.

### ***Quirks Vs. Jerks***

All of us have quirks. We absolutely tolerate each other's quirkiness. However, brilliant jerks are **not tolerated**. The cost of teamwork is too high. FreedomDev **values** must be embodied in the person.

### ***Mediocre Performance***

FreedomDev functions like a **pro sports team, not a kid's recreational team**. However, we implement some of the support structures, love and kindness you would find in a large **family**. Our everyday job is to look out for FreedomDev. To hire, develop and grow **smartly**.

### ***Loyalty***

People who have been stars for us, and hit a bad patch, get a near term pass because we think they are likely to become stars for us again.

We want the same: if FreedomDev hits a *temporary* bad patch, we want people to stick with us.

But unlimited loyalty to a shrinking company, or to an ineffective team member, is not what we are about.



## FreedomDev Appropriate Attire

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FreedomDev doesn't get crazy hung up on this one however, ***there are guidelines.***

Why worry about it?

We believe in the importance of first impressions. New and existing customers are constantly visiting our space. We want to leave them with a good impression of FreedomDev and the entire team. Simply put, we want to promote a professional environment.

Before you leave your home, ask the question:

*“Will my attire leave a positive impression when a new customer visits the office today?”*

Our stance is to be on the casual side of ***business casual***. You'll probably be looked at funny if you wear a tie.

### *Guidelines:*

- No t-shirts unless wearing another layer on top, however a short sleeve shirt with buttons is acceptable.
- Pants should fit properly and not hang too low.
- Jeans with holes, rips or tears are not allowed.
- Shorts may be worn but must be respectable length. The length should go down to at least the bottom of your fingertips when your arms hang down. The same rule applies to dresses/skirts.
- Any top that has graphics, phrases, or titles that do not reflect a professional atmosphere, keep it at home. No sports team or university apparel.
- Hats, hoodies, head scarves, and head apparel leave at home.
- Don't wear shoes you use for mowing the lawn, Leave slippers and sandals at home.

## Conference Rooms and Meeting Guidelines

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We currently have three (3) meeting locations at FreedomDev. However, we are in a building with (5) other conference rooms available to us. Please use them as you see fit.

We are a global team therefore, **meetings can and should be performed at your desk** if it makes sense. Video cameras and or headsets can be made available.

All meetings **should have video** running as you communicate with your team(s)/customer(s).

### Polaris

This was the **first winner** of the FreedomDev World Cup. As we continue each year with the FDWC we remember where it all started.

### Innosuite

This was our **first customer and first product** we supported as a company. We remember where and what we started with.

### Quest

This was event attended and where FreedomDev was birthed. Ask Sean about the story if you are interested.

Please **schedule into Polaris and Innosuite first** as we try to keep Quest available for New Customer conversations and running the business meetings.

Please leave all conference rooms **better than you found it**.

## How to Schedule into Colonial Conference Rooms

<https://www.innotecgroup.com/conferencerooms/>

### Instructions

Please use the list of calendars below to review the conference room availability.

To reserve a conference room, please use your preferred email client to create a meeting request and add your desired room as an attendee.

[Outlook Instructions](#)   [Gmail Instructions](#)

If you have any questions or concerns, please contact the Innotec IT Team at [it.help@innotecgroup.com](mailto:it.help@innotecgroup.com)

### Common Conference Room Calendars

Location	Conference Room Name	Email
CCB	<a href="#">Boiler Room</a>	<a href="mailto:CCBBoiler.Room@innotecgroup.com">CCBBoiler.Room@innotecgroup.com</a>
CCB	<a href="#">Canada</a>	<a href="mailto:CCBCanada@innotecgroup.com">CCBCanada@innotecgroup.com</a>
CCB	<a href="#">China</a>	<a href="mailto:CCBChina@innotecgroup.com">CCBChina@innotecgroup.com</a>
CCB	<a href="#">Dominican Republic</a>	<a href="mailto:CCBDominican.Republic@innotecgroup.com">CCBDominican.Republic@innotecgroup.com</a>
CCB	<a href="#">Haiti</a>	<a href="mailto:CCBHaiti@innotecgroup.com">CCBHaiti@innotecgroup.com</a>
CCB	<a href="#">Kenya</a>	<a href="mailto:CCBKenya@innotecgroup.com">CCBKenya@innotecgroup.com</a>
CCB	<a href="#">Mexico</a>	<a href="mailto:CCBMexico@innotecgroup.com">CCBMexico@innotecgroup.com</a>
CCB	<a href="#">Mozambique</a>	<a href="mailto:CCBmozambique@innotecgroup.com">CCBmozambique@innotecgroup.com</a>
CCB	<a href="#">Peru</a>	<a href="mailto:CCBPeru@innotecgroup.com">CCBPeru@innotecgroup.com</a>
CCB	<a href="#">Ukraine</a>	<a href="mailto:CCBUkraine@innotecgroup.com">CCBUkraine@innotecgroup.com</a>
CCB	<a href="#">Patio</a>	<a href="mailto:CCBPatio@innotecgroup.com">CCBPatio@innotecgroup.com</a>

## FreedomDev Anti-Harassment Policy

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FreedomDev expects all of its employees and vendors to conduct themselves with dignity and with respect for fellow employees, customers, vendors, the public and others. Each employee or vendor has the right to work in an environment free from unlawful harassment and discrimination. Harassing anyone, including but not limited to sexual or racial harassment, will not be tolerated. Unlawful harassment is any unwelcome conduct, whether verbal, physical or visual, that is based on a person's race, creed, color, national origin, sex, age, disability, marital status, sexual orientation, gender identity, citizenship status, and religion. Harassment includes:

1. Sexual Harassment - Making submission to unwelcome sexual advances, submission to requests for sexual favors, or submission to other verbal or physical conduct of a sexual nature a condition of any person's continued employment or association with the Company. It also includes making submission to, or rejection of, such conduct the basis for employment decisions affecting any person.
2. Racial/National Origin Harassment - Hostile or offensive actions by a person based on an individual's racial or ethnic origin, or incitement to commit such conduct including, but not limited to, derogatory comments, racial jokes, slurs, epithets, graffiti or physical acts.
3. Other Unlawful Harassment - Unwelcome verbal or other conduct that creates an intimidating, hostile or offensive working environment based on protected characteristics or cultural differences. Such conduct includes, but is not limited to, derogatory comments, jokes, slurs, epithets, graffiti or physical acts.

The Company does not condone or allow harassment of others, whether engaged in by fellow employees, supervisors, managers, customers, vendors or other non-employees who conduct business with the Company. Any employee who violates this policy may be subject to discipline, up to and including discharge. Any vendor who violates this policy may be asked to terminate their relationship with FreedomDev.

Any person who believes he or she has been subjected to or has witnessed harassment should report it immediately to his/her team leader or to any other representative of management owner with whom the employee feels comfortable. Each report will be given serious consideration and investigated thoroughly, immediately and as confidentially as practicable. Prompt and appropriate remedial action will be taken to eliminate harassment from the work place. The company will not tolerate any form of reprisal or retaliation against an employee reporting any incident of claimed harassment or participating in a related investigation.

I have read and understand the above described policy and agree to abide by it. I understand that failure to follow this policy will result in disciplinary action, up to and including separation of employment.

Employee Name: \_\_\_\_\_

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

Date: \_\_\_\_\_

## FreedomDev Phone Reimbursement Form

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Employees of FreedomDev receive a \$40 monthly stipend.

*(\$18.46 bi-weekly reimbursement)*

Employee Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_

Payroll Reimbursement Amount:  \$40.00

To receive this reimbursement you must have an approved FreedomDev voicemail message active on your phone.

## FreedomDev Consent and Release

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I hereby give permission to FreedomDev to use all or a portion of my likeness and voice as captured on video, picture, audiotapes and videotapes, to use throughout the world in perpetuity, including but not limited to, on the Internet, and in any manner for the purpose of education, training, advertising, marketing, trade, or any other lawful purpose whatsoever.

I acknowledge that editorial changes may be made as deemed suitable by FreedomDev. Whether or not changes are made, I waive any rights of action I may have and release FreedomDev from any and all claims I may have arising from the use and publication, including any rights to sue for defamation or violation of rights of privacy or rights of publicity.

Employee Name: \_\_\_\_\_

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

Date: \_\_\_\_\_

# FreedomDev Direct Deposit Form

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Employee Name: \_\_\_\_\_

**THE FOLLOWING INFORMATION MUST BE PROVIDED IN FULL**

Financial Institution	*Routing Number	*Account Number	Checking or Savings	% Of net pay	Fixed amount per pay

\*verify with your bank

**WE MUST HAVE THE FOLLOWING TO PROCESS YOUR DIRECT DEPOSIT REQUEST:**

1. CHECKING ACCOUNT DEPOSIT - COPY OF A VOIDED CHECK (stapled to this form)
2. SAVINGS ACCOUNT DEPOSIT - COPY OF DEPOSIT TICKET (stapled to this form)

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

Date: \_\_\_\_\_

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**Office Use Only**

Date pre-noted: \_\_\_\_\_ Date Accepted: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

## FreedomDev Equal Employment Opportunity Form (Confidential)

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Please complete the information below and return this form within 48 hours. This data is used to compile our EEO-1 report for the Equal Employment Opportunities Commission. The data is confidential and will not be stored in your employee folder. We must have 100% return on this form to complete the reporting requirements.

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

- Circle One:    Male                  Female
- Circle One:    Full-time                  Part Time
- Circle One:    Hourly                  Salary
- Circle One:    White
- Black / African American
- Hispanic/Latino/Latina
- Asian
- Native American/ Pacific Islander
- American Indian Alaskan Native
- Two or more races

**For Office Use Only**

Craft Workers (skilled)Executive/Senior Level Officials and Managers	Craft Workers(skilled)
First/Mid Level Officials and Managers	Operatives (semi-skilled)
Professionals	Laborers (unskilled)
Technician	Service Workers
Office and Clerical	
Sales Workers	

## FreedomDev Non-Competition, Confidentiality and Patent Agreement

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\_\_\_\_\_ (“Employee”) and FreedomDev (“the Company”) agree as follows:

### 1. Acknowledged Facts

In the course of Employee’s employment with the Company, Employee will have access to information concerning the Company’s research, design, engineering, development, and manufacture of its products as well as have direct or indirect contact with customers. Employee will also be provided with information and training regarding the Company’s business strategies, inventions, techniques, products, practices, and customers. This information is generally not known in the industry and is proprietary to FreedomDev. The parties anticipate that the Company will make a substantial investment in training Employee.

Employee recognizes that the information to be provided to Employee by the Company is confidential and provides a business advantage to the Company. Further, Employee understands that the Company’s relationships with its customers and retaining the confidentiality of its proprietary information are of substantial value to the Company. Therefore, Employee acknowledges that the following restrictions are reasonable to protect the Company’s legitimate business interests in its business information, its customer relationships, and its investment in Employee.

### 2. Non Competition:

During the term of Employee’s employment and for a period of two (2) years after that employment ends, Employee will not engage in, have an ownership interest in, or be associated with (whether as an officer, director, shareholder, partner, member, associate, employee, consultant, contractor or otherwise) any person, partnership, limited liability company, sole proprietorship, corporation, firm or other enterprise which is engaged in any aspect of the business of the Company. This restriction is limited to geographic areas (defined as 100 miles from any customer, prior customer, or active customer prospect) where FreedomDev has done business, is doing business, or is preparing to do business at the time Employee’s employment ends. This promise not to compete includes, but is not limited to, a promise that Employee will not engage in any of the following activities:

(a) Employee will not work with, for, or have any interest in, any organization that competes with the Company; (b) Employee will not attempt to persuade any customer, supplier, or potential customer or supplier of the Company that they should not do business with the Company, should reduce their purchases of the Company’s products or services, or should do business with a competitor of the Company; (c) Employee will not sell or aid in the sale of any products or services that are competitive with any services or products of the Company to any customer or potential customer of the Company; and/or (d) Employee will not solicit, encourage or persuade any employee of the Company to terminate their employment with the Company or to take any action that adversely affects their ability to carry out their employment duties with the Company.

### 3. Confidential Information:

“Confidential Information” includes any and all information related to the business of the Company or its customers, including but not limited to information concerning inventions, patents, formulae, pricing,

customers, products, processes, designs, materials, specifications, research, ment, customer contacts, procedures, forms, purchasing information, marketing and sales strategies, etc.

“Confidential Information” includes information that is in existence as of the date of this Agreement and also includes information that is prepared, created or developed by Employee or any other person or entity after the date of this Agreement. Confidential Information is and will remain the sole property of the Company.

Employee will treat all Confidential Information as strictly confidential. Employee will not, during or after Employee’s employment with the Company, disclose Confidential Information to any other person or entity, nor use Confidential Information for the benefit of Employee or any party other than the Company. In the event that Employee’s employment with the Company ends, Employee shall immediately return to the Company all documents or materials (whether in hard copy form or electronic/computer format) containing any Confidential Information. Confidential Information can only be revealed by Employee with prior written consent from the Company.

#### 4. Patents, Trademarks and Copyrights:

Any idea, discovery, invention, material, improvement, copyrightable material or the like which is conceived, created, developed, or made in whole or in part by Employee during or after Employee’s employment with the Company, which relates to or derives from work done for the Company or its customers (collectively referred to as “Intellectual Property”), shall belong to the Company. All Intellectual Property which contains or constitutes copyrightable material shall be considered to be “Works Made for Hire” in accordance with the Copyright Act of 1976, 17 U.S.C. §§101 et seq. Employee will promptly disclose to the Company all items or works of Intellectual Property.

Employee agrees to assign to the Company all ownership rights in all Intellectual Property. Upon the Company’s request, Employee will execute any patent, design or copyright applications and assist in their preparation. The Company will have the right to use any Intellectual Property in its business, license any Intellectual Property to others, develop or modify any Intellectual Property, and use any Intellectual Property to make and sell products, processes, and/or services derived from it, without any obligation to pay a royalty or other compensation. During and after the term of Employee’s employment, Employee will not disclose or use any information regarding Intellectual Property to or for any person or entity.

Pursuant to the Defend Trade Secrets Act of 2016, Employee is notified that an individual shall not be held criminally or civilly liable under any federal or state law for disclosure of a “trade secret” that is made either (1) in confidence to a federal, state, or local government official (either directly or indirectly) or to an attorney AND the disclosure is solely for the purpose of reporting or investigating a suspected violation of the law or (2) the disclosure is made in a complaint or other document filed in a lawsuit or proceeding (if such filing is made under seal). Further, an individual who files an action for retaliation due to reporting a suspected violation of the law may disclose the trade secret to his/her attorney and use that information in court if (1) the documents containing the trade secret are filed under seal and (2) the trade secret is not disclosed (other than by court order).

Employee and the Company may agree in writing to exempt a product or idea that the employee is developing which does not benefit the Company and which is developed entirely on Employee's own time or which the Employee developed prior to his/her employment with the Company. Those ideas/products/inventions shall be attached to this Agreement as Exhibit A.

#### 5. Employment:

Employee agrees to be bound by the terms and conditions of this Agreement in consideration for his or her new or continued (if Employee is a current employee) at-will employment by the Company, the receipt and sufficiency of which is acknowledged by Employee and the Company.

#### 6. Scope of Agreement:

For purposes of this Agreement, "Company" includes FreedomDev and all of its parent, subsidiary, and/or affiliated corporations, and any joint ventures, partnerships or other business entities in which the Company participates or owns an interest, and their successors and assigns. This includes all "InnoGroup" companies, including but not limited to: Innotec, Tiger Studio, Venture Source, Inontime, Ventura Mfg, Tiger Design and Vortec.

#### 7. Remedies:

Employee acknowledges that any breach of the terms of this Agreement by Employee will cause irreparable harm to the Company and that money damages would not be sufficient to provide a fully adequate remedy for such a breach. Therefore, in the event of a breach or threatened breach of any term of this Agreement, the Company will be entitled to temporary, preliminary and permanent injunctive relief without any requirement of bond, in addition to any other legal or equitable remedies to which the Company may be entitled. If Employee engages in any breach of paragraph 2 prior to the entry of a court order prohibiting such conduct, then the two-year non-compete period under paragraph 2 will be extended by the same period of time that Employee engaged in the breach prior to the entry of the court order.

#### 8. Jurisdiction:

This Agreement shall be governed in all respects by Michigan law. The parties agree that any dispute arising under this Agreement shall be filed, heard and decided in either Ottawa County Circuit Court or the U.S. District Court for the Western District of Michigan. The parties agree that they will be subject to the personal jurisdiction and venue of either Court, regardless of where the Employee or the Company may be located at the time any action may be commenced. In the event a court finds any provision of this Agreement to be unenforceable, the court shall modify such provision to the extent necessary to protect the Company's legitimate business interests.

#### 9. Entire Agreement:

This Agreement states the entire agreement between the parties relating to this subject matter. Any modification of this Agreement must be made in writing and signed by the Employee and an officer of the Company.

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Employee Signature

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Print Name

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Date

FreedomDev\_\_\_\_\_

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By

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Date