



Statement of Work

Pursuant to the terms of the Engagement Agreement dated August 3, 2021 (the “**Agreement**”), by and between **SATELLITE TEAMS, INC (“ST”)**, and **1st AVE MACHINE (“Client”)**, the Client shall engage the following PRTs at the rates and conditions set forth below. The initial term of this SOW shall be one year and shall automatically renew unless terminated by either party with ninety (90) days’ notice. Any termination of this SOW will result in the termination of the PRT.

1) **Services:**

- a) Screening, recruitment, and hiring of the below PRT on the Client’s behalf
- b) Providing employment, payment, benefits, and payment of taxes related to the employment of such PRT,
- c) Providing the Client with information related to compliance with local employment laws

2) **PRT Name:** Mari’Fe G. Escasinas

3) **PRT Position and Job Description:** Associate Producer

4) **Start Date:** August 4, 2021

5) **PRT Single Rate:**

- a) Recruitment Fee (Section 3.2 of the MSA): \$995.00
- b) Monthly Rate: \$1,495.00

6) **PRT Hours:** PRT will work for up to 40 hours per week. PRT shall provide the Client contact with as much notice as possible and shall obtain a pre-approval before exceeding 40 hours in the week.

7) **PRT Overtime Rate:** if the Client requests or approves in writing that PRT shall complete more than 8 hours of work in any given work day, the excess hours shall be compensated at a rate under the following calculation:

$$\text{ST Single Rate of } \$1,495.00 / 160 \text{ hours in a month} = \$9.34$$

$$\$9.34 \times \text{No. of hours in excess of 8 hours per day}$$

The hours worked by the PRT will be monitored by ST using a timekeeping software. Only overtime work which is accordingly approved and endorsed by the Client shall be considered and will be paid as such.

8) **PRT Equipment:** ST shall offer the Client the ability to purchase special equipment for PRT, with an email agreement on the equipment, pricing, and other terms being sufficient. Any amounts paid by ST for such equipment will be reimbursed by the Client.



9) **Add-on Services:** The client may purchase the recurring Add-on Services, concerning the Hired PRTs under this SOW by written agreement between ST and Client. Upon purchase, such Add-on Services are incorporated into and form a part of this Agreement.

BASIC \$99/mo

Inclusions:

Productivity Software (Time Doctor)

US Phone Number

WIFI Backup (9GB)

PRO \$199/mo

Inclusions:

Productivity Software (Time Doctor)

US Phone Number

WIFI Backup (9GB) Battery Backup (3-4 hours charging)

Remote Technical Support

VPN Service

ENTERPRISE \$299/mo

Inclusions:

Productivity Software (Time Doctor)

US Phone Number

WIFI Backup (15GB) Battery Backup (7-8 hours charging)

Remote Technical Support

VPN Service

Configured Laptop Lease

Backup Office Availability

10) **Productivity Tracker:** The Client acknowledges that ST has the right to exercise control and supervision over the PRTs performance of a particular work by means of periodically checking and assessing his or her progress through the use and installation of a productivity tool into the device, laptop, or computer desktop assigned to or used for work for the purpose of ensuring its timely delivery. Among others, the productivity tool will look into the time spent by the PRT on the different websites while working; the total time devoted on different projects and tasks; start time, end time, and total time of work delivered in a given day; keyboard and mouse activity levels; and intermittent screenshots of computer screen/s which, by default will be blurred, to observe and maintain privacy.

Within the limits of this agreement, the Client unconditionally and unequivocally permits Satellite Teams, Inc. to proceed with the installation of the said productivity tool as above mentioned. Nothing in this agreement authorizes Satellite Teams, Inc. to do any monitoring activities outside of the PRTs hours of work. It should be understood that, while the application is installed into the devices and is used during office hours, the PRT shall have the authority to start and stop the application from running therein. In fine, the discretion to manage the time and function of the program during office hours shall be dependent upon the PRT. ST commits upon itself the strict responsibility to act within the bounds of the productivity check. ST shall indemnify and hold Client harmless for any claims arising out of ST's implementation of the productivity software detailed herein.

The Client shall be given the option to opt out or disallow the installation of this productivity tool if the device, laptop, or computer to be used by the PRT shall be issued by it or if it simply would not wish to have the PRTs deployed monitored. **Opt-in** **Opt-out**



11) Billing: Payments are on an auto debit basis using ACH transfer or credit card payment. All credit card payments will be assessed with a transaction fee of 3% (4% for Amex). The Client will provide authorization by filling out the ACH form (Exhibit A).

Invoices will be sent out on the 15th of each month for the Client's review and assessment. If the 15th falls on a non-banking day, the invoice will be sent on the banking day preceding the 15th of that month. Should there be issues with the Client's billing statement, the Client is to notify Satellite Teams no later than the 3 banking days from when the invoice was sent. A new invoice will be reissued for final processing. All auto debit payments will be processed 5 banking days from when the original invoice was sent.

12) Client Requirements

a) PRT Wage and Hour Requirements:

- i) Client shall permit PRT to take requested meal and rest breaks
- ii) Client must provide an unpaid rest period of not less than 24 consecutive hours every six days.

b) PRT Disciplinary Rules: All incidents must be communicated to ST within 48 hours from the date of Client's discovery of the occurrence. The proper due process will be observed (Exhibit B).

c) Performance Feedback Process: For performance-related concerns, the Performance Feedback Loop Questionnaire (Exhibit C) must be filled out, outlining the details of the performance concern. The Client will give the PRT at least 30 days to remediate performance, supported by a documented performance improvement plan, unless a default or infraction occurs requiring immediate removal, providing the timing of remediation/termination shall in all instances conform to the labor laws of the jurisdiction in which the PRT is located.

d) Client Holiday Schedule: The PRT will follow the holidays that the Client observes. The Client will not require the PRT to work during any of these holidays. If the PRT shall be instructed otherwise, such holiday work shall be entitled to the same Overtime Rate as calculated in provision 7.

- Monday, January 16th 2023 - Martin Luther King Jr. Day
- Monday, February 20th 2023 - President's Day
- Monday, June 19th 2023 - Juneteenth (observed)
- Monday, May 29th 2023 - Memorial Day
- Tuesday, July 4th 2023 - Independence Day
- Monday, September 4th 2023 - Labor Day
- Thursday, November 23rd 2023 – Thanksgiving
- Friday, November 24th 2023 - Day After Thanksgiving
- Monday, December 25th 2023 - Christmas Day



Vacation Leaves: The client will need to approve any vacation days that the PRT will take. Scheduled vacation days need to be requested by the PRT at least a week before the first vacation day.

13) Termination of SOW (Section 3.4 of MSA): The Client may terminate this SOW according to the termination provisions contained in the Agreement.

The undersigned has read, understood, and agreed to the terms and conditions herein, including any attachments hereto. Signing this Agreement warrants that he or she is duly authorized to do so and bind the respective party.

	Client	Satellite Teams, Inc.
Name	Adam Koblenz	Matt Martin
Title	Business Affairs Director	CEO
Signature	DocuSigned by:  0E3B675965074F0...	DocuSigned by:  0D68AD06BB86467...
Date	3/15/2023	3/15/2023



EXHIBIT B

DISCIPLINARY ACTION POLICY

Maintaining service integrity is vital to the day-to-day business. The behavior of each employee reflects and impacts the success of the organization. Satellite Team's Disciplinary Action Policy facilitates effective & consistent dealings with issues in a fair and just manner. **Progressive Disciplinary Steps**

In appropriate circumstances, the company may pursue the following steps for disciplinary action. If an employee fails to respond to dialogues or informal counseling, the following action will provide the framework for disciplinary measures.

1st occurrence - Initial Written Warning

2nd occurrence - Final Written Warning

3rd occurrence - Recommendation for Dismissal

Time Frame to Initiate Disciplinary Action Process

The disciplinary action process must be initiated within 48 hours from the date of receipt of an incident report or the Performance Feedback Loop Questionnaire stating the acts or omissions in violation of the Rules.

Notice to Explain (NTE) for all transgressions from Initial Written Warning to Recommendation for Dismissal should provide the employee a maximum of five (5) days to respond. **Prescriptive Period**

A prescriptive period of six (6) months shall apply to all stages of warnings. All sanctions will refresh after a period of six (6) months based on the date of the last disciplinary action occurrence.



EXHIBIT C

PERFORMANCE FEEDBACK LOOP QUESTIONNAIRE

This short questionnaire was designed to facilitate a feedback loop on how the employee has performed upon engagement.

Company:

Name of Evaluator:

Name of the employee to be evaluated:

1. Are you satisfied with the employee’s demonstrated skills, strengths, behavior, and outcomes in relation to the targets agreed upon at the beginning of his/ her engagement in the organization? Yes

No. Please give specifics (i.e. targets set vs. targets achieved)

2. If your answer is NO to Question # 1, please give specifics

3. Recommended action

- No Change to Employee’s Status
- Commendation
- Performance Improvement Plan
- Initiate Due Process for Disciplinary Action (up to Termination)

4. Would you like our assistance in speaking with the employee?

- Yes
- No

5. Would you have a need or requirement for additional talent/staff?

- Yes, connect me with my Account Relationship Manager
- No, we currently have no requirement



EXHIBIT D

JOB DESCRIPTION

ASSOCIATE PRODUCER

Satellite Teams is in search of an associate producer who will work remotely for a top-tier advertising and content production company.

RESPONSIBILITIES

- Assist Executive Producers in a myriad of ways including scheduling meetings and screenings, organizing calls, and providing research for bids and productions, holding crew and stages.
- Support the Senior Associate Producer with creating and updating internal databases, tracking the status of projects, coordinating travel, creating calendars, and providing materials for our freelance production teams.
- Interface with our Directors by maintaining their schedules and travel documents; organizing and booking their travel.
- Providing administrative support to our staff, such as screening calls, shipping packages, tracking credit card expenses and receipts.
- Assist with foreign service production companies, reach out for offshore productions.
- Onboard and manage interns.
- Back office support: setting up documents and tracking employees.

QUALIFICATIONS

- Has 3-5 years experience in production coordinating.
- Is familiar with media and commercial production
- Is well organized and pays close attention to detail
- Is a great communicator and a great collaborator.
- Has excellent writing skills and email etiquette.
- Can quickly adapt to a fast-paced, creative environment.
- Experience in advertising is a plus.