<u>DEV TEAM POLICY</u>

Agreement Disclaimer | What Is A Dev? | Dev Responsibilities | Consequences

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Effective Date: March 2nd, 2022

Last updated: 10/22/2023

<u>SECTION 1</u>

A.) Agreement Disclaimer

By reading this Dev Policy you agree and accept the Terms and Conditions stated this document. You will be responsible for your actions and meeting the mandatory requirements as a Dev for Zion Studio. Prior to reading this policy you will be bound by the legalities of this policy until you resign by choice or due to not meeting your contract's requirements, are terminated from Zion Studio. Please read the following information carefully and print a copy for your personal records.

SECTION 2

B.) What Is A Dev?

Dev is a short acronym for the word "developer". You tend to see this term used in the gaming and animation industry. Zion Studio is the official art department of AW and Zion Studio is the place where the Devs work on projects and their Blueprints.

SECTION 3

C.) Dev Responsibilities

As a Dev you design and construct Blueprints for projects. Devs have an official say so over how characters, plots and settings are made and what happens throughout the storyline at Zion Studio with our team, but when collaborating with our Authors outside of AW, Devs do not have the right to go against the Author(s) wishes when asked not to. This is not an easy task and requires mental, emotional and physical discipline. Devs do not focus on spelling errors, technical errors or grammar punctuation when drafting Blueprints. Writers and Editors do those tasks. As a Dev your sole focus is to simply build the foundations and put together the storyline for the Writers.

Devs are required to research articles, watch secular works, play certain games strictly for observation purposes. They must see what our rivals do, why our rivals do what they do, pull content to purify and when done, conclude their research and utilize the information into our projects. If the secular content is going in a dark direction that makes the Dev feel like they cannot continue, that Dev who is uncomfortable or has conviction from Yahweh to stop

observing must cease their observations and request that their duties be redirected elsewhere or request for an observation that sits well in their spirit.

Devs are required to produce the content in some way, whether that is daily, weekly, monthly or yearly. The amount of content produced varies for each Dev. It doesn't matter how much or little content is produced, just as long as the Dev is working towards it, they will not be penalized. Devs have a variety of things they can create, such as settings for chapters, descriptions for locations, food/plant charts, character synopsis sheets, project outlines, titles for chapters, titles for fictional locations, cities, villages, etc. Devs must perform these tasks solo, with other Devs, with Dev Director or with the Author. Deadlines vary per Blueprint. Consult the Dev Director (Whitney) to see what a deadline will be for a project.

Devs and the Dev Director will always be subject to the following work performance standards ill-regardless of how busy your home or academic life is. Unless given permission to work extra hours by the CEO Board, Devs and the Dev Team Director shall not work more than (7) hours per day. Devs and Dev Director shall not work on the weekend. However, if a Dev or the Dev Director needs to work on the weekend for whatever reason, they can, but they must not work more than (7) hours.

There are different options for work hours, but it is the Devs and the Dev Director's responsibility to pick a method that best fits their home or academic life schedule.

Swap Out Disclaimer: If a Dev or Dev Director wants to switch out their work method with another one every now and then that is allowed, but they must be in a position where they can do that and commit to the work method they select. It is the Dev Director's responsibility to make sure the Devs have selected a work method and are following all work performance standards.

<u>Dev Teamwork Methods</u>

Method 1: Devs and Dev Director shall work a minimum of 60 minutes or a maximum of 7 hours (1) day of the week and shall not exceed more than (1) day of the week and may pick what day they wish to work.

Method 2: Devs and Dev Director shall work a minimum of 60 minutes or a maximum of 7 hours (3) days of the week and shall not exceed more than (3) days of the week and may pick what days they wish to work.

Method 3: Devs and Dev Director shall work a minimum of 60 minutes or maximum of 7 hours every day of the week and cannot pick what days they want to work. Devs and Dev Director are required to work a full shift during hours of operation Monday-Friday from 9:00 AM to 4:00 PM EST.

Method 4: Devs and Dev Director shall work a minimum of 60 minutes or maximum of 7 hours any day of the week and can pick what days they want to work; they can work extra hours at their own personal expense with no extra insanities from Zion Studio.

Dev Team Work Standards

- Devs must respond when summoned by another Dev, the Dev Director, Writer or the Author(s) on Teams, as soon as they are able.

- Devs are assigned to specific Blueprints for different projects by the Dev Director. Devs with assigned Blueprints are responsible for that Blueprint and must oversee its progress until completion. However, Devs may go to different projects when the assigned project is at a standstill. Meaning, if a Dev is assigned to **Project A** then they should focus on Project A. However, is Project A has been halted for any reason the Dev may enter another project. If a Dev is asked by another Dev for constructive feedback or help with a scene or a character that is not their assigned Blueprint, then that Dev must stop what they are working on and do their best to help their co-worker. Afterwards when they have finished helping their co-worker the Dev will return to working on their assigned Blueprint.

- Devs must complete Blueprints by the deadline the Dev Director assigns to them in To Do (Microsoft Program). If a Dev needs more time, they must inform the Dev Director to prolong the deadline date of their Blueprint. Devs are allowed to prolong due dates as much as needed as long as they can provide the Dev Director a valid reason for it.

- Not producing content can lead to dismal from a Blueprint and a project in general if the Dev Director does not see these tasks being completed. Unless that Project has been halted or at a standstill for any reason not limited to disagreement.

- Devs must be able to get in touch with each other. They can do this through email, phone calls, Zoom calls or sending a message on Teams in the Dev Chatroom. To get a Devs attention on the Teams, you must @ them type the name before submitting your comment in the chatroom.

<u>SECTION 4</u>

D.) Consequences

Failure to comply with this policy can result in suspension or dismal from Zion Studio. Devs who do not fulfill their job descriptions, or their work perform requirements of Zion Studio, will be reprimanded (2) times before given a formal notice of dismissal. To avoid confusion, a dismissal from Zion Studio is not **termination** from AW. Zion studio is the creation department within AW and a worker who is no longer a Dev at Zion Studio simply means they do not have access to the creation department and are prohibited from working on projects for the team and collaborating with our affiliates. The dev that has been dismissed will be a worker and they can appeal to return to Zion Studio.

<u>Updates & Amendments</u>

As Zion Studio grows and the creation department develops, AW reserves the right to make changes to this policy and amend this agreement. If any amendment changes would affect the Devs work ethic and require their attention right away, we will give a (30) day notice by mailing a copy of the amendment to you at your most recent address and email address shown on our records. All alterations and amendments to the terms and conditions of this policy maybe altered or amended by the CEO Board or the Dev Director.

The governing laws of the State of Kentucky, applicable Federal laws and regulations shall govern this policy.