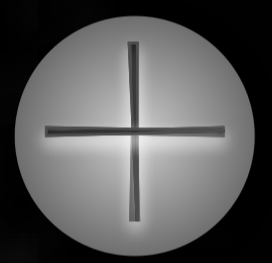


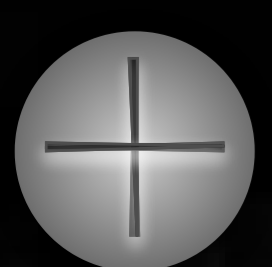
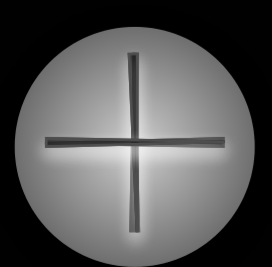
New Agent Guidebook

CLASSIFIED

TOP
SECRET



Authorized For Use By:





Smart Security
KNOWN SAFETY



Drift Net Securities

Department of People Operations

CLASSIFIED INFORMATION

TABLE OF CONTENTS

Table Of Contents	01 - 02
Day Zero Mission Briefing	03 - 04
Introduction	05 - 06
Company Dossier	07 - 13
Product Dossier	15 - 20
Mission	21 - 23
New Agent Dossier	24
Company Standards	25 - 30
Codes Of Conduct	31 - 36
Rules Of Engagement	37 - 46
Birdwatcher Bona Fides	47 - 56
RIIOT Agent Action Guide	57 - 63
Glossary	64



MISSION BRIEFING

DAY ZERO



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MISSION BRIEFING

DAY ZERO

Your first day on the mission as a Drift Net RIIOT Agent

WELCOME BRIEFING PART 1

RIIOT Agents involved in the Department of People Operations will greet you when you arrive to the office. You will get geared up, get your security badge, and take a tour of the premises.

At that point, you will review:

- 1) Onboarding Admin
- 2) Our Company
- 3) Our Mission

[WELCOME LUNCH]

WELCOME BRIEFING PART 2

After lunch, we will review:

- 1) Our Values
- 2) Codes of Conduct
- 3) Rules of Engagement
- 4) Administration

MEET YOUR UNIT AND JOIN YOUR SQUAD

With your Unit, you will go over all of the skills, procedures, and tools that you need for your missions.

You will also get set up at your workstation and you will share your Agent Dossier with your teammates.

After reviewing active projects that your Unit is working on, you will get to choose a Squad Project to join or present your own project to your Unit Lead.

FIRST MISSION:

SUCCESS





Safety doesn't
happen by accident.

That's where we come in.



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{ Read at your own peril }

Letter to New Agents

If you are reading this Guidebook you are officially a RIIOTer at Drift Net Securities. It may be your first day, your 100th day, or your 1,000th day at Drift Net,

WE TREAT EVERY DAY LIKE THE FIRST DAY.

So whatever day it is for you; WELCOME to your first day on the job. This Guidebook will serve as a guide and a reference for you on your mission here at Drift Net. We teach our RIIOTers our Drift Net principles and values so that they can be trusted to make the best decision in the field; whether your field is the landscape of code, the minefield of client conversations, or the loading zone of production.

We believe in the power of TEAM. We define a team as a group of different individuals united by a common mission. As you will see throughout your time here, the most important element to success at Drift Net is a mission-oriented attitude.

Again, welcome to the mission; we're excited to have you on our team. Let's get started. We have a lot to accomplish.

Brigitte Coles

Chief Strategy Officer

brigittec@driftnet.net



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COMPANY DOSSIER

NAME	DRIFT NET SECURITIES	
<p>Security company that uses hardware enabled software and software platforms to address threat detection and early warning, emergency planning and risk management, and incident response. Specializes in AI on edge driven technology.</p>		
FOUNDED	2018 in response to the Parkland shooting	
 <p>AGENT "A" Aaron Coles Chief Executive Officer</p>	<p>Engineer. AI-on Edge expert. Aaron founded the company in response to the lack of effective security in schools. Skilled developer and system architect.</p>	 <p>AGENT "B" Brigitte Coles Chief Strategy Officer</p> <p>Operations. Security expert. Brigitte built the company to ensure efficiency and mission orientation. Skilled intelligence officer and product designer.</p>
LOCATION	Chicago, IL	
MISSION	Our Mission is to create a safer world by making security smarter.	
VALUES	<p>RIIOT</p> <p>Resilience, Integrity, Innovation, Ownership, and Tenacity.</p>	
VISION	<p>We are continuously working to develop an ecosystem for safety and security that goes beyond traditional devices, business models, and processes. Our KnowWhere Campus Safety System lays the foundation for this growing suite of solutions that will fill the gaps that exist within a traditional security framework, starting with one of our most vulnerable, and historically most targeted, populations; K-12 schools.</p>	




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COMPANY UNITS



Our Engineering Team builds the software solutions for our KnowMore Campus Safety suite of products and internal tools to make us more efficient.



Our Solutions Team interfaces directly with clients to solve their unique problems. Includes sales, marketing, services, and content creators.




Our Production Team works with our automation co-bots to assemble and finish the production of our KW-PODs and other hardware products.



Our Intelligence Team works with Engineers to provide the research needed for product design. They also support clients with their tools to ensure they are using best practices.



Our Machining Team works with our machines to produce the mechanical and electronic components of our KW-PODs and other hardware products.



Responsible for the successful implementation of the KnowWhere Campus Safety System. They specialize in Geospatial or Field work depending on skills and interests.

Every team is essential to achieving the mission. Every team should function as a part of a greater system. We believe that our whole is greater than the parts.



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UNIT HIERARCHY

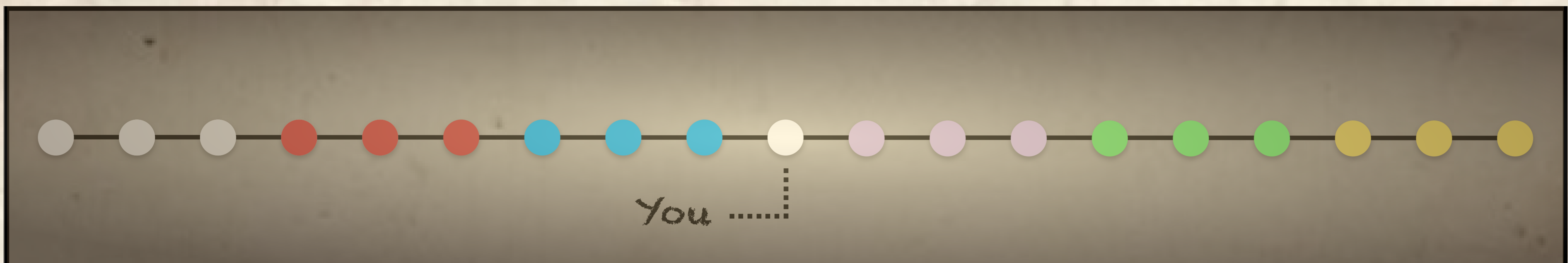


Fig.1 Team Structure
Structure in the field remains flat; we take ownership of the mission and work together to make it happen. Seniority doesn't exist; just good agents and hard work.

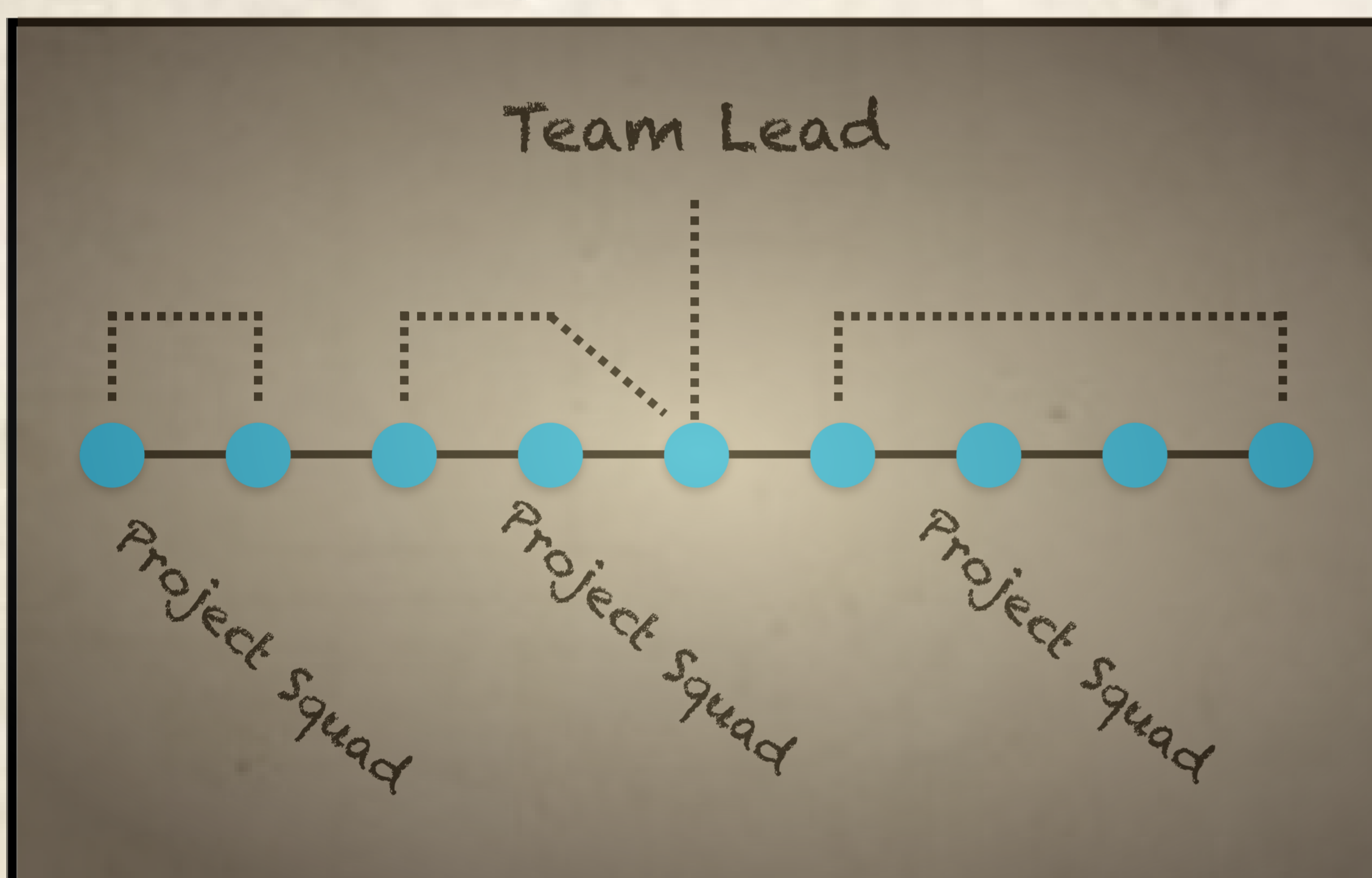


Fig. 2 Team Hierarchy
Team leads facilitate communication and project management. There is no difference between Team Leads and Team Members in pay or opportunity; just in focus.

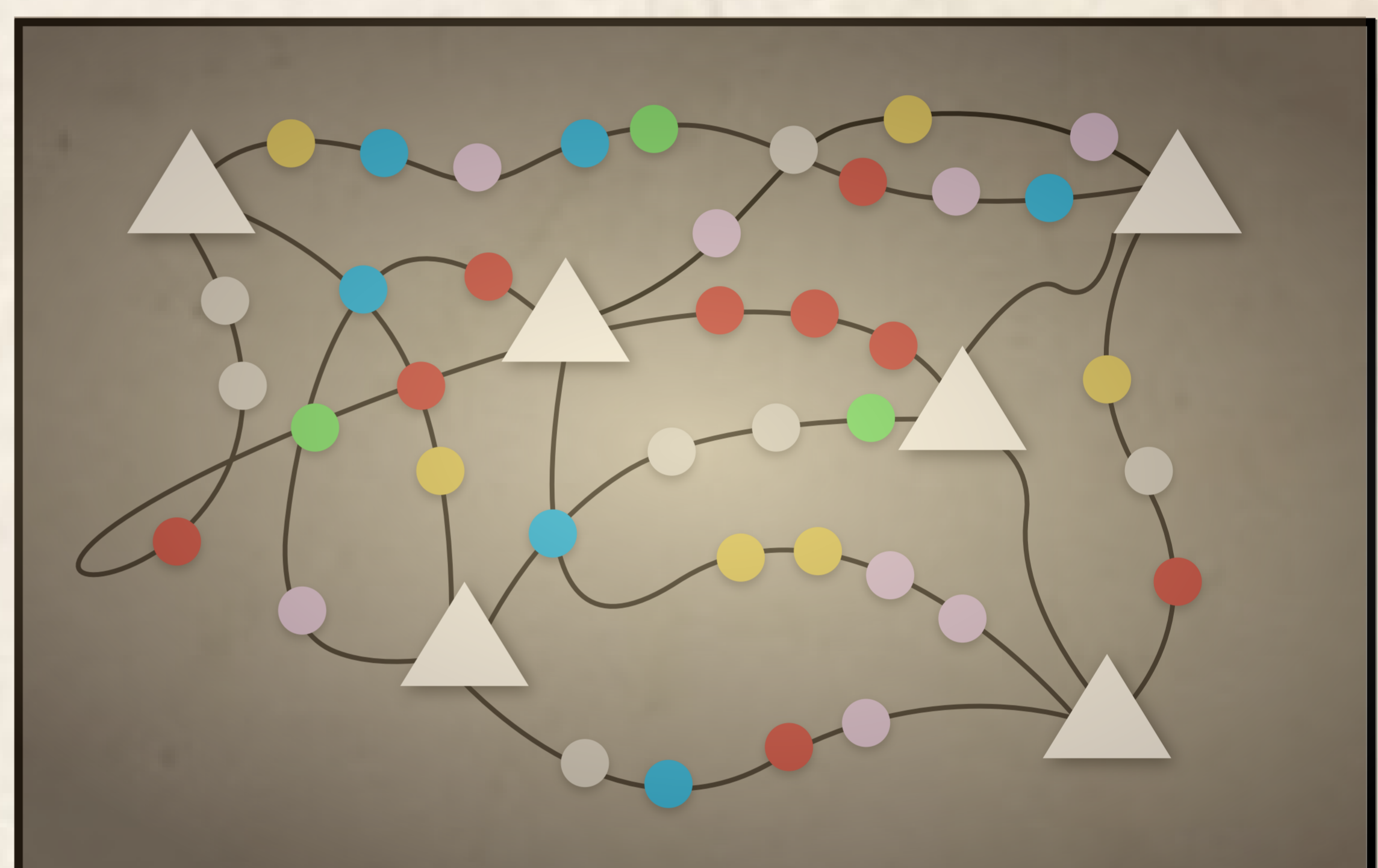


Fig. 3 Company Hierarchy
The company is Mission oriented. Our mission is defined by the projects we work on. Projects are often cross-departmental and involve many different ways of approaching solution development.

- ENGINEERING UNIT
- PRODUCTION UNIT
- MACHINING UNIT
- IMPLEMENTATION UNIT
- SOLUTIONS UNIT
- INTELLIGENCE UNIT
- ▲ PROJECTS

Fig 1. LEGEND

TERMS YOU MAY HEAR			
UNIT	Organization by discipline	LEADERSHIP COUNCIL	Combined counsel of all Unit Leads in the company
TEAM	Organization by discipline subset	TEAM LEAD	Main facilitator for a Team in the Unit; represents that team in Unit discussions
SQUAD	Organization by project		
UNIT LEAD	Main facilitator for a Unit; represents that Unit in the leadership council	SQUAD LEAD	Main facilitator for a project; communicates goals, timelines, and needs for a project.



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ORDER OF OPERATIONS

MY UNIT LEAD		MY TEAM LEAD	
--------------	--	--------------	--

SQUAD OPTIONS

RIIOT AGENTS ON A MISSION

RIIOT Agents are a collaborative group. You can tell a RIIOT Agent by the way that they gather in groups to solve problems, discuss ideas, brainstorm, and have fun together.

INSERT IMAGE HERE



RIIOT Agents after a demonstration day. RIIOT Agents work cross-collaboratively on missions.



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SCHOOLS AREN'T SAFE

SCHOOLS AREN'T SAFE

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SCHOOLS AREN'T SAFE

SCHOOLS AREN'T SAFE

AND SECURITY TOOLS ARE EXPENSIVE,
INEFFECTIVE, AND OUT OF DATE.



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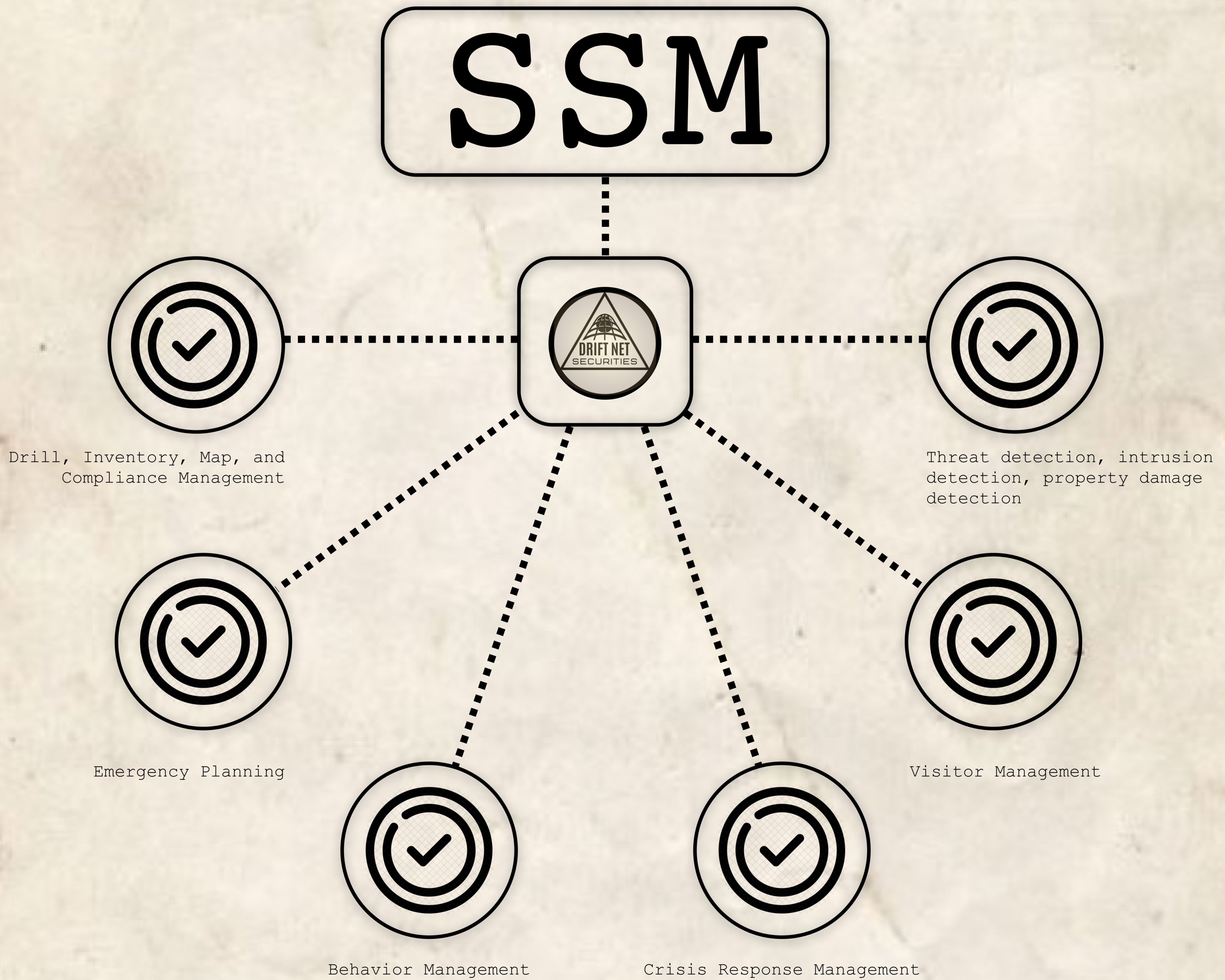
COMPANY SITUATION

SCHOOLS NEED COMPREHENSIVE SECURITY SOLUTIONS THAT ARE BUDGET FRIENDLY, ADAPTIVE, AND RESOURCE EFFICIENT.

Schools need to be able to make a maximum impact for the minimum expense; which is difficult for schools to do in the current market. An optimal product needs to fill several needs in PLANNING, PREPAREDNESS, PREVENTION, MITIGATION, AND RESPONSE, as required by FEMA and the Department of Homeland Security in order for schools to receive access to grants and funding. This is called being NIMS compliant.

Tools that schools need to have include:

Safety and Security Management





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WE'VE TAKEN A RADICALLY DIFFERENT APPROACH TO SCHOOL SECURITY

SECURITY AS A SERVICE

A SaaS based approach to security: everything that's needed to create a safe school in one complete package.

SAFETY EQUITY

Pricing models that work for any size of school district no matter their budget or finances.

SURVEILLANCE-FREE SURVEILLANCE

Using human-free automation makes threat detection non-invasive, more accurate, and faster; eliminating surveillance.

SMART SECURITY IS SMARTER

Security solutions that use AI to do the heavy lifting for you. Saving time and money, while increasing efficiency.

SUPERIOR TECHNOLOGY

Our technology has been purpose built for responding to critical incidents, making it the best in the market.

INTELLECTUAL PROPERTY

All of our technology is proprietary and/ or patented so that we can be purchased through sole-source acquisition.

SUBSCRIPTION MODEL

We've made our technology easy to adopt, afford, and sustain for any size school district.

COMPREHENSIVE ECOSYSTEM

Everything we develop works together to provide every tool you need and ensures optimal performance and functionality.

REQUIREMENTS COMPLIANCE

Our tools help schools get compliant and stay compliant with federal and state regulations faster and easier.



Forget what you know
about security

We've reinvented it.



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PRODUCT DOSSIER

NAME

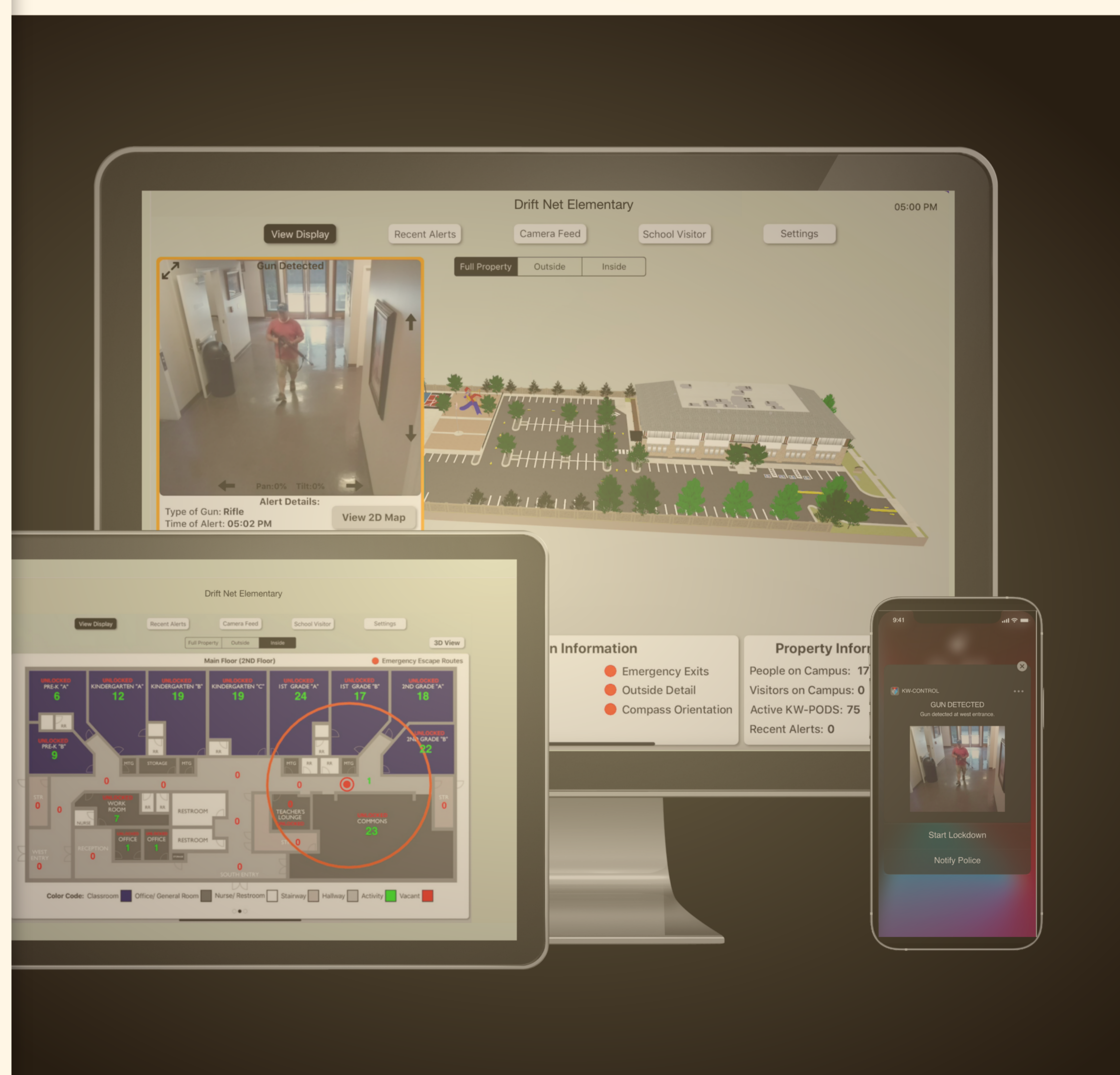
KnowWhere

Unlike many security solutions that only address a single issue, use student's personal information, or are based on repurposing older technologies, Drift Net Securities built a cutting edge solution that addresses a variety of health and safety concerns without using student's personal information or interfering with medical devices. The KnowWhere System uses threat sensors and thermal imaging built into a fully integrated, patent-protected geospatial interface for school administrators and first responders to manage and respond to school safety in real-time: saving lives.

Our proprietary hardware and software work together seamlessly to provide health and safety information and alerts when it's needed to the right people. All of the information collected by our hardware is displayed on an interactive 2D and 3D model of the campus; putting everything into geospatial perspective.



KW-POD
The Hardware



KW-CONTROL
The Software



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CUTTING EDGE

FULLY INTEGRATED SOLUTION

PURPOSE BUILT

 <p>Know where people are inside and outside of a building</p> <p>We immediately identify how many people are in each room and area of a building, inside and outside, in real-time. We do this without using personal identifying information and without relying on human variables, such as someone carrying phones or swiping a card. In a critical incident, it is vital to know where people are in relationship to a threat.</p>	 <p>Autonomously detect threats</p> <p>Early warning is necessary in order to intervene before a situation escalates. The system is constantly searching for threats and enables security personnel to visually verify the threat from KW-CONTROL and take action in seconds. We identify weapons (concealed and unconcealed), gunshots, fire, airborne contaminants, water leaks, vandalism, fights, vaping, and elevated body temperature.</p>
 <p>Automatically Alert CAMPUS and first responders</p> <p>The KnowWhere System generates audio and visual alarms through KW-PODs throughout a building. Security personnel, first responders, and occupants can also receive alerts of danger through the KW application, text message, email, or integration with dispatch.</p>	 <p>Autonomously alter and communicate evacuation routes</p> <p>Lights in the KW-PODs guide evacuation zones to their designated rally point outside. In the event that the circumstances of the crisis make a specific evacuation route unsafe, the KW-PODs will change their light pattern to reflect a safer route. All someone on campus needs to do is follow their designated color of KW-POD light.</p>
 <p>GIVES first responders the INFO they need to RESPOND</p> <p>The system identifies autonomously and in real-time, what and where the threat is and who is at the highest risk based on proximity. The system completes critical crisis functions like detecting injuries, determining ingress and egress points, facilitating communication, and real-time threat analysis.</p>	 <p>Monitors visitor access, exits, and forced intrusion</p> <p>KnowWhere allows you to check in, background check, and monitor visitors in a building; keeping a record of who the visitor is, where they went, and how long they stayed. It also detects and can restrict exit point usage and forced intrusion through doors, windows, and ceilings.</p>



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PRODUCT DOSSIER

NAME

KnowWhat

The KnowWhat Risk Management Toolkit is a comprehensive software platform that was built to meet and exceed compliance standards for risk and emergency management.

**PLANNING & COMPLIANCE
& MASS COMMUNICATION
& DRILL MANAGEMENT
& RISK MANAGEMENT
& HAZARDS IDENTIFICATION
& ATTENDANCE CONTROL**



CREATION + STORAGE + AUTOMATION



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CUTTING EDGE

FULLY INTEGRATED SOLUTION

PURPOSE BUILT



GUIDED EMERGENCY OPERATIONS PLAN WIZARD

Processing artificial intelligence functions on-edge means that AI algorithms are computed and processed locally on a hardware device using data collected from the sensors in the device.



MANAGE, CONDUCT, AND REVIEW EMERGENCY DRILLS

With the Drills page you can easily manage and schedule your school's emergency drills for the entire school year - all while staying compliant with state regulations. Quickly view and share your drill plans, reports and reviews all in one place.



ASSESSMENTS

The Assessments take an all-hazards approach to identifying and analyzing the risk of threats and hazards unique to the school community, as well as identifying and evaluating the vulnerabilities of the building and its occupants.



VISITOR MANAGEMENT

Use Visitor Manager to keep an accurate and ongoing awareness of who is on your campus. Utilize our simplified Check-in/Check-out process, as well as keep track of Late Arrivals and Early Checkouts. Most importantly, you can manage your list of pre-approved and restricted visitors to maintain access control.



MAPS AND INVENTORY

Emergency resources at the click of a button. Develop, manage and maintain critical emergency response tools with KnowWhat Maps and Inventory.



INCIDENT RESPONSE

Response prepares schools to respond to any and every emergency. Initiate an incident and follow the action steps through each phase of response saving valuable time when seconds matter.

PLAN | PREPARE | PREVENT | MITIGATE | RESPOND

WE MEASURE
SUCCESS BY THE
NUMBER OF LIVES
PROTECTED

**NOT THE NUMBER OF
DOLLARS COLLECTED**

MISSION

EVERYTHING

Everything we do at Drift Net is designed to move that mission forward. As a team and as individuals, we put our MISSION OVER EVERYTHING.

In this guidebook, we will review everything you need to know about becoming a Drift Net RIIOT-er.

DRIFT NET AGENTS

Are referred to as RIIOTers,
because of their alignment to
Drift Net Values



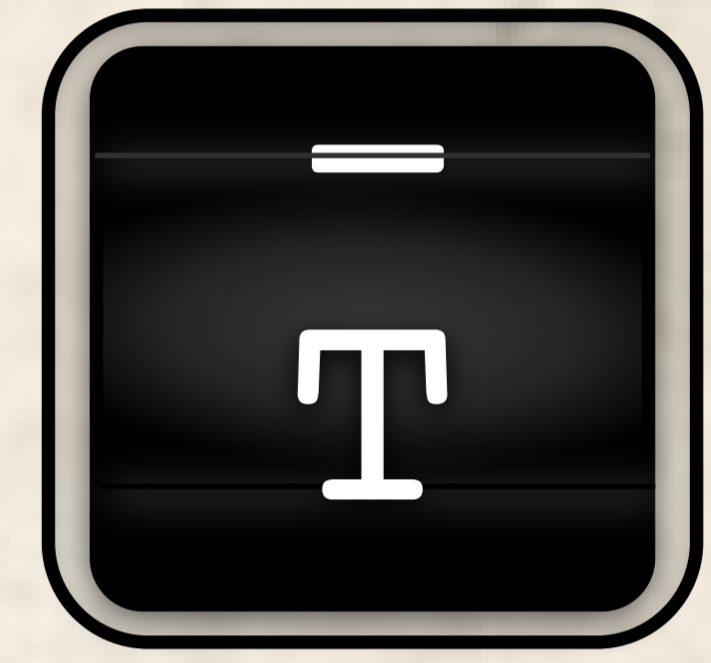
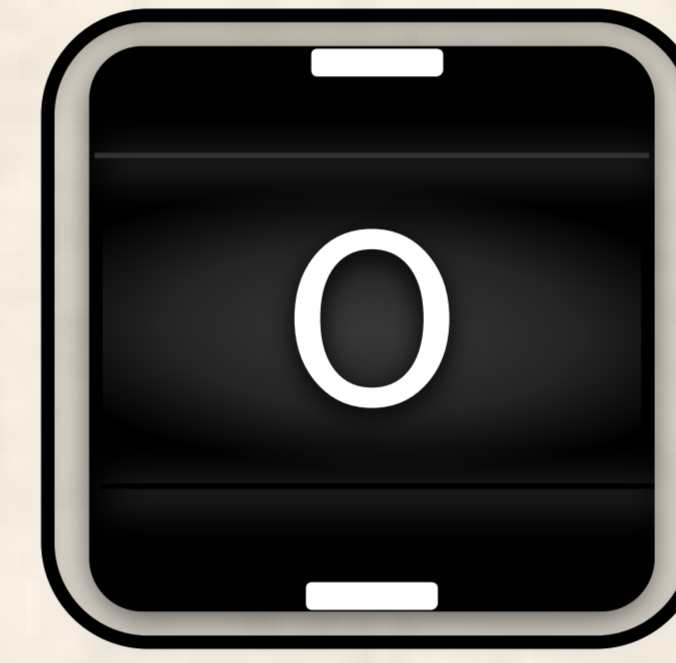
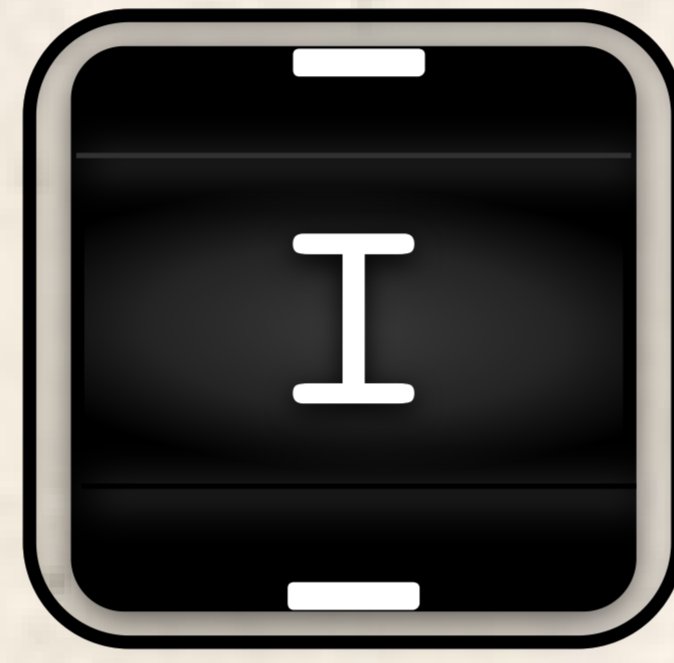
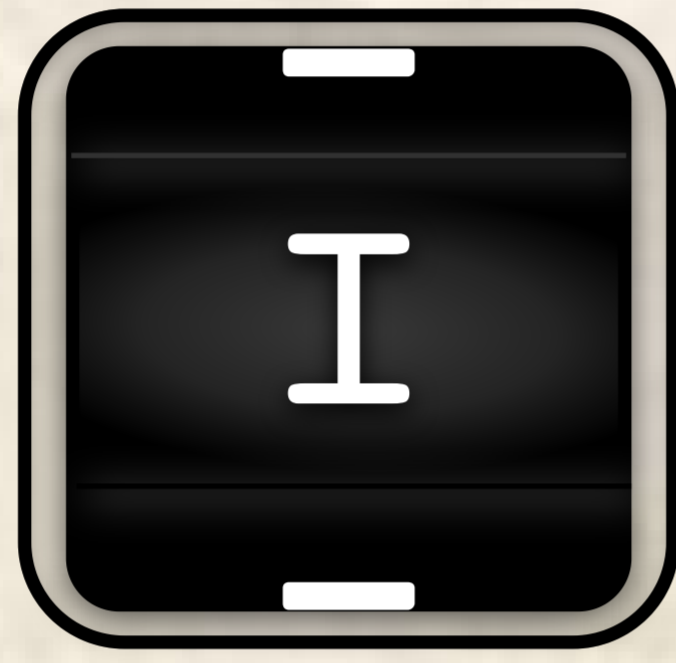
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OUR MISSION

Our Mission is to create a safer world by making security smarter. We push the boundaries of innovation to develop security solutions that make an impact on emergency preparation, identification, and response.

OUR VALUES



RIIOT is our Values acronym because we're causing a disruption in the world of security by doing things different- making security smarter. Our employees are RIIOT Agents because it's through our missions and adherence to our values that we make the necessary changes to what it means to be safe.

Resilience	We show resilience in overcoming obstacles. We're doing things in a novel way, which means that we will experience challenges that we haven't before. We handle these challenges and obstacles with gratitude for the opportunity to learn.
Integrity	We live with integrity in all aspects of our lives and demonstrate this honor and honesty with our colleagues, partners, and the people we serve.
Innovation	We bring innovation to everything we do; We never stop developing our products, services and ourselves. We don't do things just because, "that's the way it's always been done."
Ownership	We embrace ownership of our tasks, projects, the mission, and the people we serve.
Tenacity	We treat every day like it's the first, and we are passionate and energetic in everything we do. We face our challenges with determination and grit, and we celebrate our successes with rededication to the mission.



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YOUR MISSION

Describe your personal mission here at Drift Net:

[SHOULD YOU CHOOSE TO ACCEPT IT]

IS TO DO YOUR PART TO HELP US
MAKE THE WORLD A SAFER PLACE



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AGENT DOSSIER

Complete your dossier to introduce yourself to



NEW AGENT

NAME	
UNIT	
SPECIAL SKILLS	
GOALS	
VALUES	
HOBBIES AND INTERESTS	



1% BETTER EVERYDAY

At Drift Net, we are in a constant pursuit of perfection, even if that means getting just 1% better every day.



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COMPANY STANDARD



Fig. 1 RIIOT Shark

Just like our company mascot, the RIIOT Shark - if we stop swimming, we'll die. We always keep moving forward and working hard towards progress.



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HOW TO SPOT A DRIFT NET RIIOT AGENT



Fig. 1 [Spot the Drift Net RIIOT Agent]

HOW A RIIOT AGENT DRESSES

A RIIOT Agent wears business casual in the office and does not wear jeans unless also wearing a Quarterly Incentive Swag Shirt. The only type of hoodie that a RIIOT Agent wears in the office is a Drift Net hoodie.



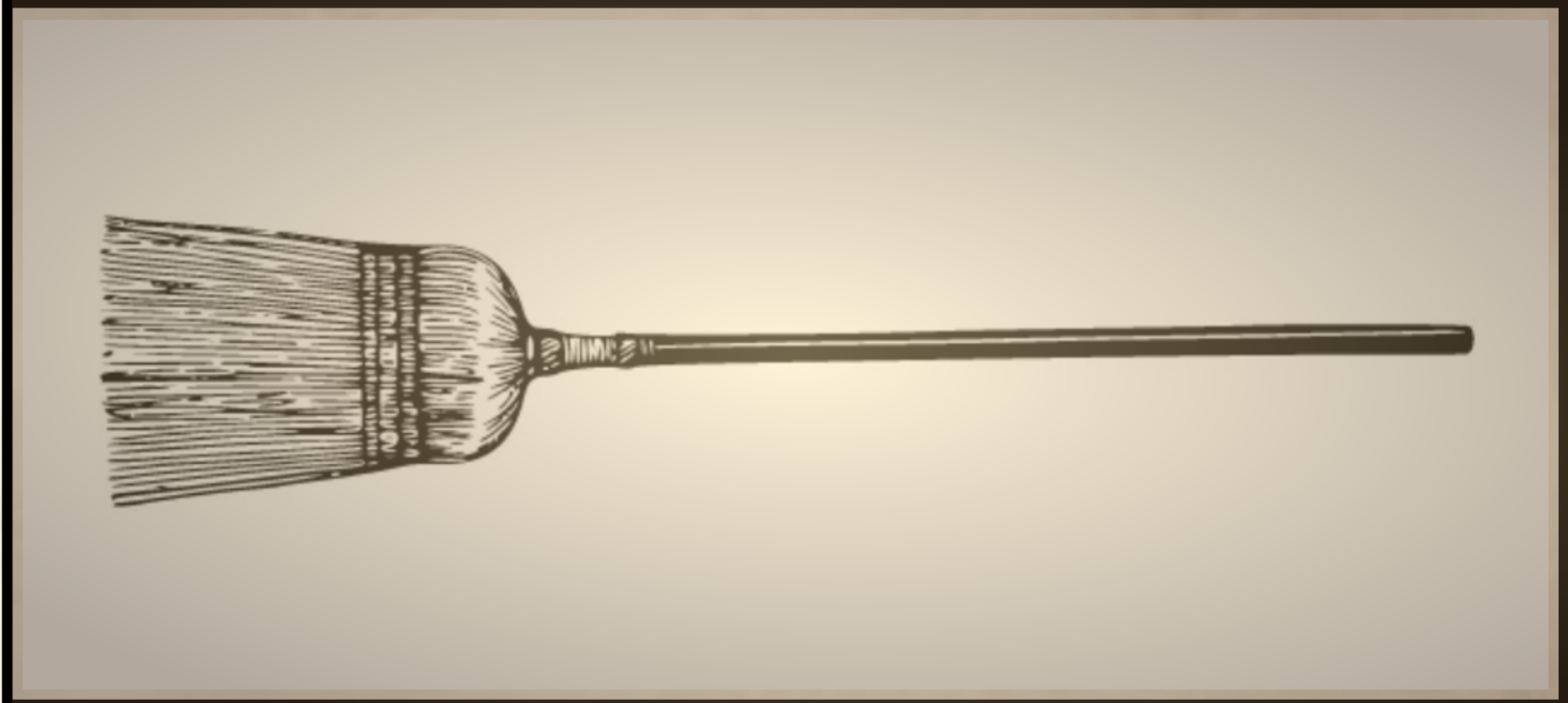
Ex. RIIOT Agent Pants



Ex. RIIOT Agent Shirt

RIIOT AGENTS IN THE FIELD

RIIOT Agents are seen throughout the office helping those around them, cleaning up after themselves, and exemplifying a positive attitude.



Ex. How RIIOT Agents keep their areas neat

RIIOT AGENTS UNIFORM

RIIOT Agents are commonly seen wearing Drift Net gear. Drift Net gear is available on the Drift Net store and is given out once a quarter as incentive for Attendance, Weekend Work, and hitting Goals.



Ex. RIIOT Agents' incentive uniform shirt



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RIIOT AGENT RULES AND REGULATIONS

DRIFT NET RIIOT AGENTS ADHERE TO A STRICT "CODE OF CONDUCT". IN THE FIELD AND RIIOT AGENTS ARE REQUIRED TO FOLLOW THE DRIFT NET "RULES OF ENGAGEMENT" WHEN OPERATING WITH OTHER AGENTS, CLIENTS, AND CIVILIANS. AS A COMPANY, WE REVIEW TRADECRAFT MONTHLY TO ENSURE THAT WE ARE OPERATING AT THE PEAK OF OUR SKILLSETS.

CODE OF CONDUCT

The RIIOT Agent Code of Conduct establishes the expectations we have of Agents at all times both in the field and out of the field. Agents found to be in violation of this code will be terminated.

RULES OF ENGAGEMENT

Rules of Engagement are laid out to govern how agents are expected to operate in the field with their team, team leads, other agents, and clients.

TRADECRAFT

Tradecraft is Drift Net specific training to help our agents be the best they can be and excel in their missions and professional careers.



Fig. 1 RIIOT Agents think of how things could be; not how they are and work hard to make their dreams a reality

Field: anywhere work is done

Mission: the work I do

RIIOT Agents: My colleagues and myself

SUCCESS=



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Being in the

RIGHT PLACE

At the

RIGHT TIME

Doing the

RIGHT THING

With the

RIGHT ATTITUDE



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CODES OF CONDUCT

CODE OF NO HARASSMENT

We conduct important missions at Drift Net and we are dedicated to providing a safe field for those missions. Our operating environment should be free of discrimination and harassment. Harassment is verbal or physical conduct designed to threaten, intimidate or coerce. It includes verbal taunting, including racial and ethnic slurs, physical or mental intimidation, or anything that creates a hostile workplace. Our team needs to work together, as a unit, towards our unified goal. We can't have teammates sabotaging one another, and we have a zero tolerance policy for such behavior.



Any type of violence or harassment, target and non-targeted is prohibited

CODE OF NO SEXUAL HARASSMENT

We require you to avoid any behavior that is similar to James Bond and his frisky antics. Any sexual or lewd comments between agents both in the field and out of the field are strictly prohibited unless those agents are under a "Love Contract". Sexual harassment is an offense that will result in immediate termination. "Sexual Harassment" is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

It is the responsibility of any agent who is subjected to harassment or who witnesses a case of unlawful harassment to report such incident directly to their Team Lead or to the People Operations Director.

Examples of sexual harassment can include but are not limited to: asking for sexual favors in exchange for work benefits; the posting of sexually graphic materials; jokes; stories; comments or innuendoes of a sexual nature; making sexual gestures or expressions; unwanted touching of a person's clothing or hair; whistling or "cat calls"; staring at someone; or blocking or impeding a person's path.





Any type of sexual harassment or advance is prohibited



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CODES OF CONDUCT

CODE OF NON VIOLENCE	
<p>We will not tolerate any violence towards any person in the field or out of the field. It is Drift Net's policy that any threats, threatening language or any other acts of aggression or violence made toward or by anyone will not be tolerated. We have a zero tolerance policy for any act of violence or aggression. Any violation of this code will result in immediate termination.</p>	 <p style="font-size: small;">Any type of violence or aggression is prohibited</p>
CODE OF PROFESSIONALISM	
<p>Drift Net expects its agents to behave professionally and with integrity to ensure that the work environment is safe, comfortable and productive. Agents should be respectful, courteous, and mindful of others' feelings and needs in order to maintain a positive work environment.</p>	 <p style="font-size: small;">Altruism and respect are hallmarks of a RIIOT Agent</p>
CODE OF EQUAL OPPORTUNITY	
<p>One of our core values as a company is INNOVATION. We promote innovation through a commitment to building a safe workplace where diverse leadership and teams can thrive. As such, Drift Net is proud to be an Equal Opportunity and Affirmative Action employer that does not discriminate against any employee or applicant on the basis of age, ancestry, color, family or medical care leave, gender identity or expression, genetic information, marital status, medical condition, national origin, physical or mental disability, political affiliation, protected veteran status, race, religion, sex (including pregnancy), sexual orientation, or any other characteristic protected by applicable laws, regulations and ordinances. We adhere to these principles in all aspects of employment, including recruitment, hiring, training, compensation, promotion, benefits, social and recreational programs, and discipline. In addition, it is the policy of Drift Net LLC to provide reasonable accommodation to qualified employees who have protected disabilities to the extent required by applicable laws, regulations and ordinances where a particular employee works.</p> <p>We facilitate these principals through salary transparency, equity grading leveled across all departments of the company, pathways programs to facilitate transition into different roles in the company, and leadership councils for disciplinary action.</p>	



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CODES OF CONDUCT

CODE OF NON-DISCLOSURE

The protection of confidential information and trade secrets is vital to the interests and the success of this organization. Such confidential information includes but is not limited to the following examples: Customer lists and contact information, Price lists, Financial information, Marketing strategies and Employee information. Anyone who discloses trade secrets or confidential business information will be subject to disciplinary action (including possible discharge), even if he/she does not benefit from the disclosed information. Absence of a confidentiality agreement does not absolve the employee from responsibility. Dissemination of proprietary or confidential Company information via electronic or other means without appropriate authorization is prohibited. It is extremely important that all confidential information remain so, and particularly not be disclosed to our competitors. Any agent who improperly copies, removes (whether physically or electronically), uses or discloses confidential information to anyone outside of the Company may be subject to disciplinary action up to and including termination. Agents may be required to sign an agreement reiterating these obligations.

AGENT AGREEMENT

I acknowledge and agree that (1) the Company's business is highly competitive, secrecy of the Proprietary Information is of the utmost importance to the Company and I will learn and use Proprietary Information in performing my work for the Company and (2) my position may require me to establish goodwill with Business Partners and employees on behalf of the Company and such goodwill is extremely important to the Company's success and that Company has made substantial investments to develop its business interests and goodwill.

I agree that the limitations restrained in this Non-Disclosure are reasonable and are not greater than necessary to protect the goodwill or other business interests of Company. I further agree that such investments are worthy of protection and that Company's need for protection afforded by this Non-Disclosure is greater than any hardship I may experience by complying with its terms.

I acknowledge that my violation or attempted violation of the agreements in this Non-Disclosure will cause irreparable damage to Company or its Affiliates, and I therefore agree that Company shall be entitled as a matter of right to an injunction, out of any court of competent jurisdiction, restraining any violation or further violation of such agreements by me or others acting on my behalf. Company's right to injunctive relief shall be cumulative and in addition to any other remedies provided by law or equity.



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SOMEONE



TALKED!

Talking about any aspect of the company is strictly prohibited



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CODES OF CONDUCT

CODE OF BEHAVIOR

While it is not possible to list all forms of unacceptable workplace behavior, the following examples of misconduct are strictly prohibited and anyone who violates these rules may be subject to immediate termination. These examples are not intended to be an all-inclusive list, but are based on common sense and our company's culture, honesty and ethics.

PROHIBITED BEHAVIOR INCLUDES:

- Theft, removal or defacement of company or a co-worker's property, and/or disclosure of confidential information.
- Falsification or modification of Company or personal records. This includes obtaining employment on the basis of false or misleading information.
- Working under the influence of alcohol or non-prescription drugs
- Possession, distribution, sale, transfer, or use of alcoholic or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment.
- Fighting or threatening violence in the workplace
- Violations of safety or health rules
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Absence from work for two (2) consecutive work days without notifying appropriate management
- Sleeping while on duty
- Direct Insubordination
- Creating or contributing to unsanitary condition
- Smoking in prohibited areas
- Sexual or other unlawful harassment
- Excessive absenteeism (authorized or unauthorized)
- Unauthorized absence from work station during the work day
- Unauthorized use of telephones, mail system, computers, or other equipment
- Unauthorized disclosure of confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct
- Repeated Verbal Warnings
- Repeated Written Warnings
- Failing to report on-the-job injuries immediately
- Unruly or disruptive activity in the field
- Negligence or improper conduct leading to property damage or injury
- Failing to follow instructions of your supervisor or manager
- Profanity or abusive language to anyone
- Horseplay, pranks, practical jokes
- Gambling on Company property
- Comments, statements, or other actions which are disparaging or derogatory of any person's sex, race, ethnic origin, age, or sexual Orientation
- Other disrespectful conduct including threatening or intimidating
- Failure to report any fraudulent behavior, activities, and unsafe acts
- Engaging in gossip or negative comments about a manager, other employee, or the Company



Drift Net Securities



Department of People Operations

I WILL NOT BREAK THE CODES OF CONDUCT
NOR TOLERATE THOSE WHO DO.



Drift Net Securities
 Department of People Operations

RULES OF ENGAGEMENT
 ENGAGING WITH THE COMPANY

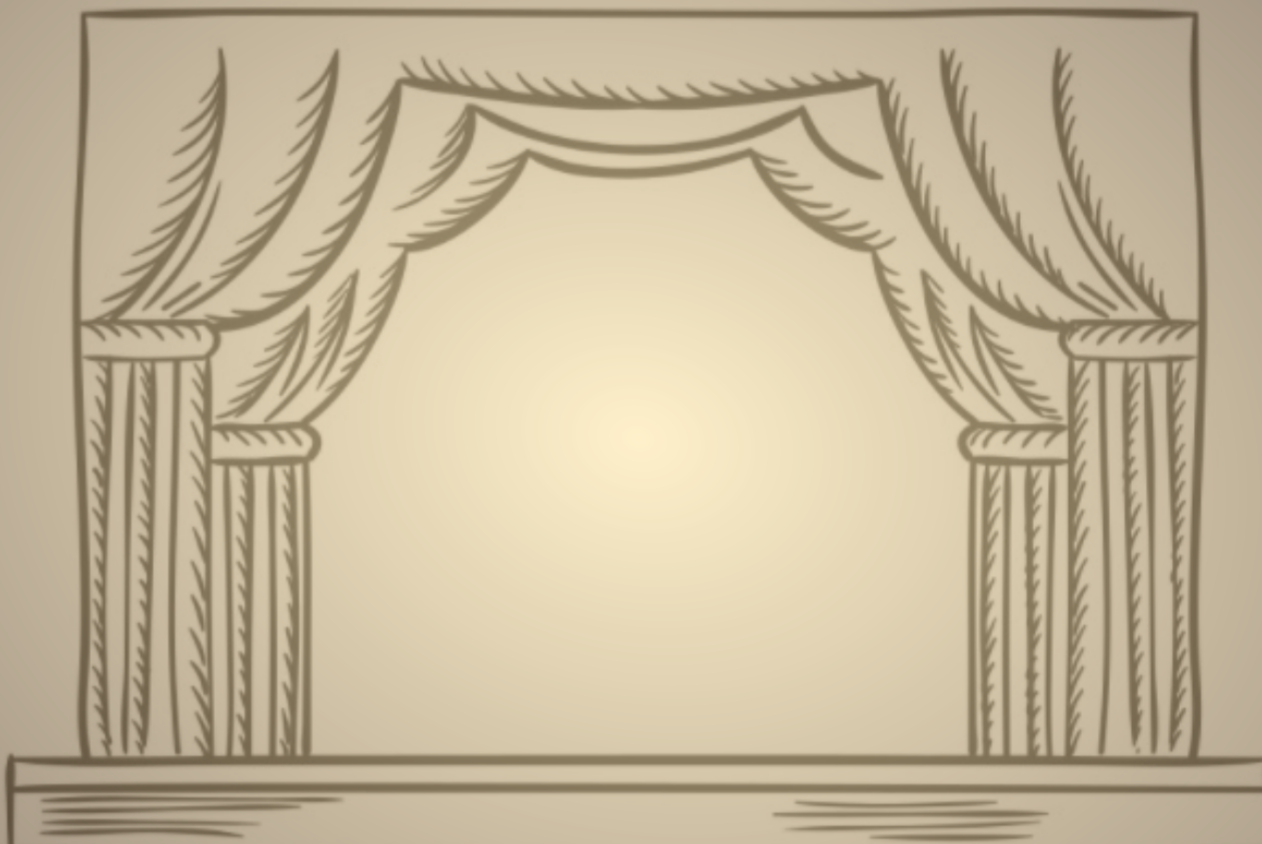
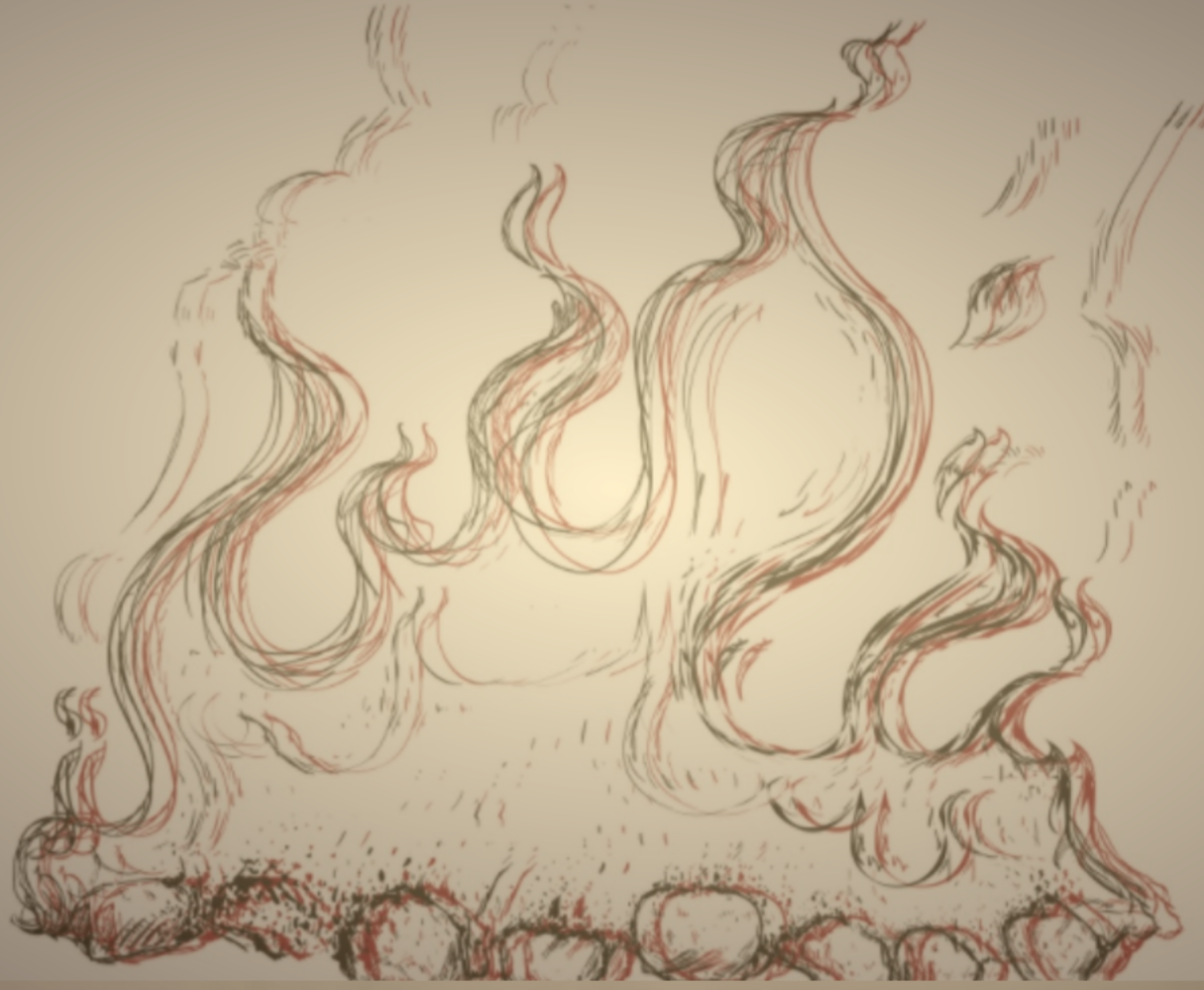

ATTENDANCE	
<p>The Mission we strive for at Drift Net Securities is continually expanding. We expect employees to arrive on time and ready for work. An employee who arrives after their scheduled arrival time is considered tardy. The company recognizes that situations arise which hinder punctuality; regardless, excessive tardiness is prohibited, and may be subject to disciplinary action.</p> <p>RIIOT Agents are expected to be engaged in mission oriented work for eight hours a day, Monday-Friday.</p>	 <p>Agents should arrive between 8am-9am and be in the field for 8 hours M-F.</p>
OPEN DOOR	
<p>Drift Net practices an Open-Door policy and takes agent concerns and problems seriously. Drift Net values each agent and strives to provide a positive work experience. Every employee is encouraged to speak with his or her immediate Team Lead at any time with questions or problems relating to the mission while employed. If you are unable to satisfactorily resolve your question or problem with your supervisor, you can request a meeting with a Unit Lead or with People Operations. All meetings with executives should be arranged prior via email.</p>	 <p>RULES TO GOVERN AGENT ENGAGEMENT</p>
AT WILL	
<p>Employment with Drift Net may be terminated for any reason, with or without cause or notice, at any time, by you or the Company. Nothing shall limit the right to terminate employment at will. This policy of at-will employment is the sole and entire agreement between you and Drift Net as to the duration of employment and the circumstances under which your employment may be terminated.</p>	
DEFECTION	
<p>Agents will not directly or indirectly: (i) Cause any person to leave their employment with the Company; (ii) Solicit any Business Partner; or (iii) act in Any Capacity in or with respect to any Competing Business located anywhere in the world; (iv) make, or cause to be made, any statements, observations, or opinions, or communicate any information (whether oral or written), that disparages or is likely in any way to harm the reputation of the Company, its officers and/or employees, its customers, users and/or business partners.</p>	



Drift Net Securities
Department of People Operations

RULES OF ENGAGEMENT

ENGAGING WITH THE COMPANY

DRESS REHERSAL	
<p>Your first 90 days at Drift Net is considered a Dress Rehearsal where both the new agent and the Company have the opportunity to decide on the continuation of their relationship. This is an opportunity for the Company to evaluate your performance. It also is an opportunity for you to decide whether you are happy being employed by the Company. The Company may extend the probationary period if it desires. At the end of the period, both the new agent and the Company will decide if the engagement should continue.</p>	 <p>At the end of the dress rehearsal, the agent and company determine if the show should go on</p>
BURN NOTICE	
<p>Drift Net LLC reserves the right to determine to honor 2-week notice at the discretion of the manager. All agreements made between the Company and employee including, but not limited to, NDAs, non-solicitation, and non-disclosure agreements are legally binding for 2 years after separation.</p>	 <p>Burn Notice = Agent Termination</p>
GOING OUT TO THE COLD	
<p>All mission work is conducted at the Uncle (headquarters) or in the field. Drift Net does not allow agents to work from home.</p> <p>Agents are provided with unlimited PTO. Any time off must be requested with 2 weeks notice, and may be approved or denied based on company resources or agent's performance.</p> <p>Excessive time off or "no call no shows" are a violation of Drift Net's attendance code.</p>	 <p>The Cold = Away from the company</p>



Drift Net Securities
Department of People Operations

RULES OF ENGAGEMENT

ENGAGING WITH OTHER AGENTS

Drift Net RIIOT Agents are from all around the world; they come from different cultures, backgrounds, and experiences. We want you to share your perspective and insights with the company to help build our culture. The cultural fabric of our agency is woven by all of us and every contribution matters.

Our values and Rules of Engagement are the guiding principles of our organization and culture, and we use them to monitor ourselves.

We expect all RIIOT Agents to behave professionally and with integrity to ensure that the work environment is safe, comfortable and productive. Save the actual riots for the weekends.

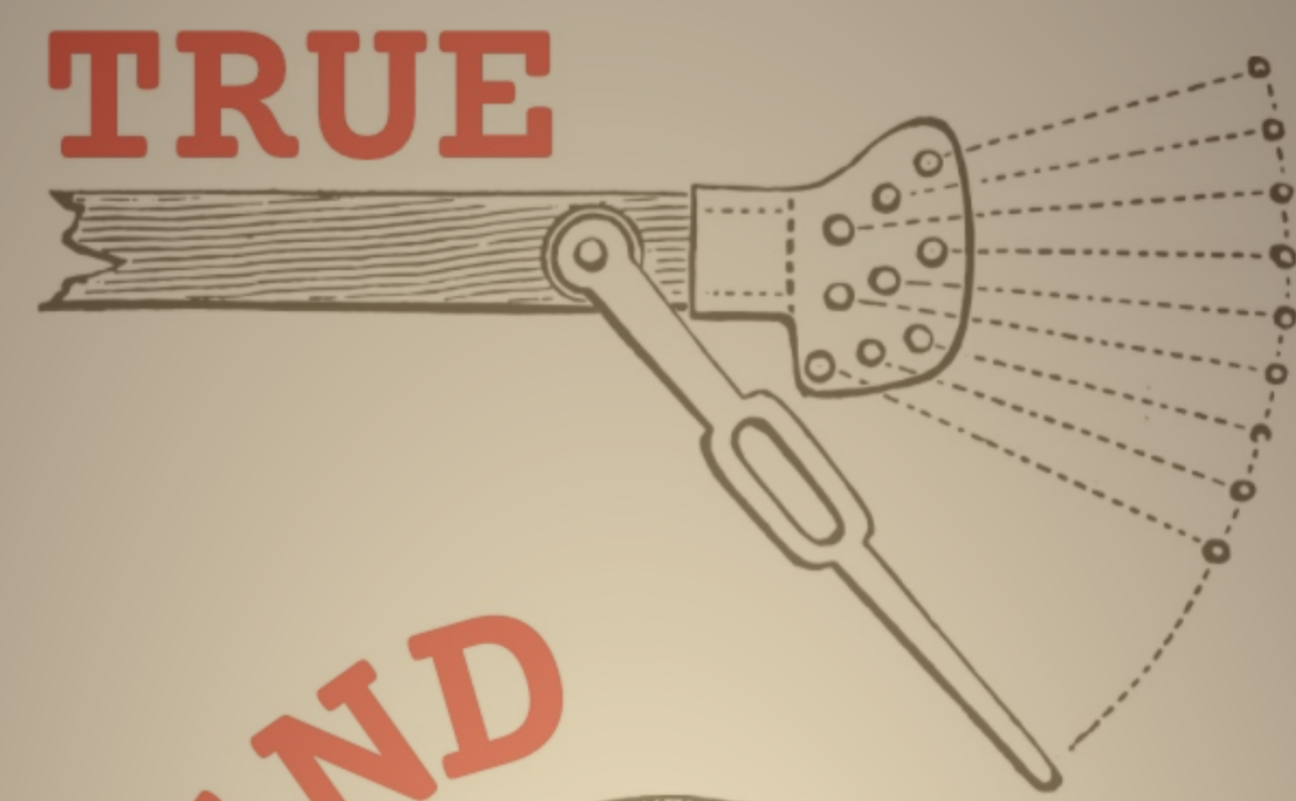
AVOIDING CHICKEN FEED

Chicken Feed is a spy term for useless intelligence that assets use to prove their value. We at Drift Net define it as gossip, or useless talk that can hurt feelings, spread untruths, and contribute to a toxic work environment.

Gossip including negative talk about any agent, civilian, or the company is strictly prohibited.

IS IT TRUE?
IS IT KIND?
IS IT NECESSARY?

Ask yourself these questions before engaging in conversation or interaction with with any agent.



NECESSARY

RULES TO GOVERN AGENT ENGAGEMENT



Drift Net Securities
 Department of People Operations

RULES OF ENGAGEMENT

ENGAGING WITH OTHER AGENTS

AGENT RELATIONSHIPS

Drift Net works to ensure that relationships between employees are appropriate and harmonious. We outline our guidelines and we ask you to always behave professionally.

This guide helps to outline how to govern yourself with other agents both in the field and off. Drift Net reserves the right to discipline and terminate agents for their behavior with other agents during mission hours and outside of mission hours.

Fraternization - refers to dating or being friends with your colleagues. In this policy, "dating" equals consensual romantic relationships and sexual relations. Non-consensual relationships constitute sexual violence and we prohibit them explicitly.



AGENT FRIENDSHIPS	AGENT RELATIONSHIPS
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Agents who work together may naturally form friendships either in or outside of the field. We encourage this relationship between peers, as it can help you communicate and collaborate. However, we expect you to focus on your work and keep personal disputes and discussions outside of our workplace.



Agents who form a relationship with another agent that is sexual or romantic in any way requires signing a Relationship Agreement. The Relationship Agreement outlines the congeniality of the relationship and appropriate work behaviors.



Drift Net Securities
Department of People Operations

RULES OF ENGAGEMENT

ENGAGING WITH TECHNOLOGY

COMPANY OWNED EQUIPMENT	
<p>All equipment, technology, and systems are to be used strictly for company business, and are not permitted off grounds unless authorized. Company property must be used in the manner for which it was intended. Upon termination, employees are required to surrender any company property they possess. Agents are not permitted to download any "pirated" software, files or programs and must receive permission from a supervisor before installing any new software on a company computer. Files or programs stored on company computers may not be copied for personal use.</p>	 <p>Stay on target with all company owned devices</p>
<p>Drift Net retains the right to access all company property including computers, desks, file cabinets, storage facilities, equipment, vehicles, telephones, software, files and folders, electronic or otherwise, at any time. All files, including emails and other communications, created, received or maintained on or through company property are the property of the Company, not the agent.</p>	 <p>Drift Net is able to look at everything on company premises</p>
<p>Computer and device passwords should be kept secure and never shared. Don't leave your computer open when you step away from your desk!</p> <p>No website or email that could have a virus should ever be opened on a company device or on company WiFi.</p> <p>Company WiFi should only be used for mission-related purposes.</p>	 <p>Company owned equipment should be kept secure at all times</p>



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Department of People Operations

RULES OF ENGAGEMENT

ENGAGING WITH TECHNOLOGY

EQUIPMENT RULES




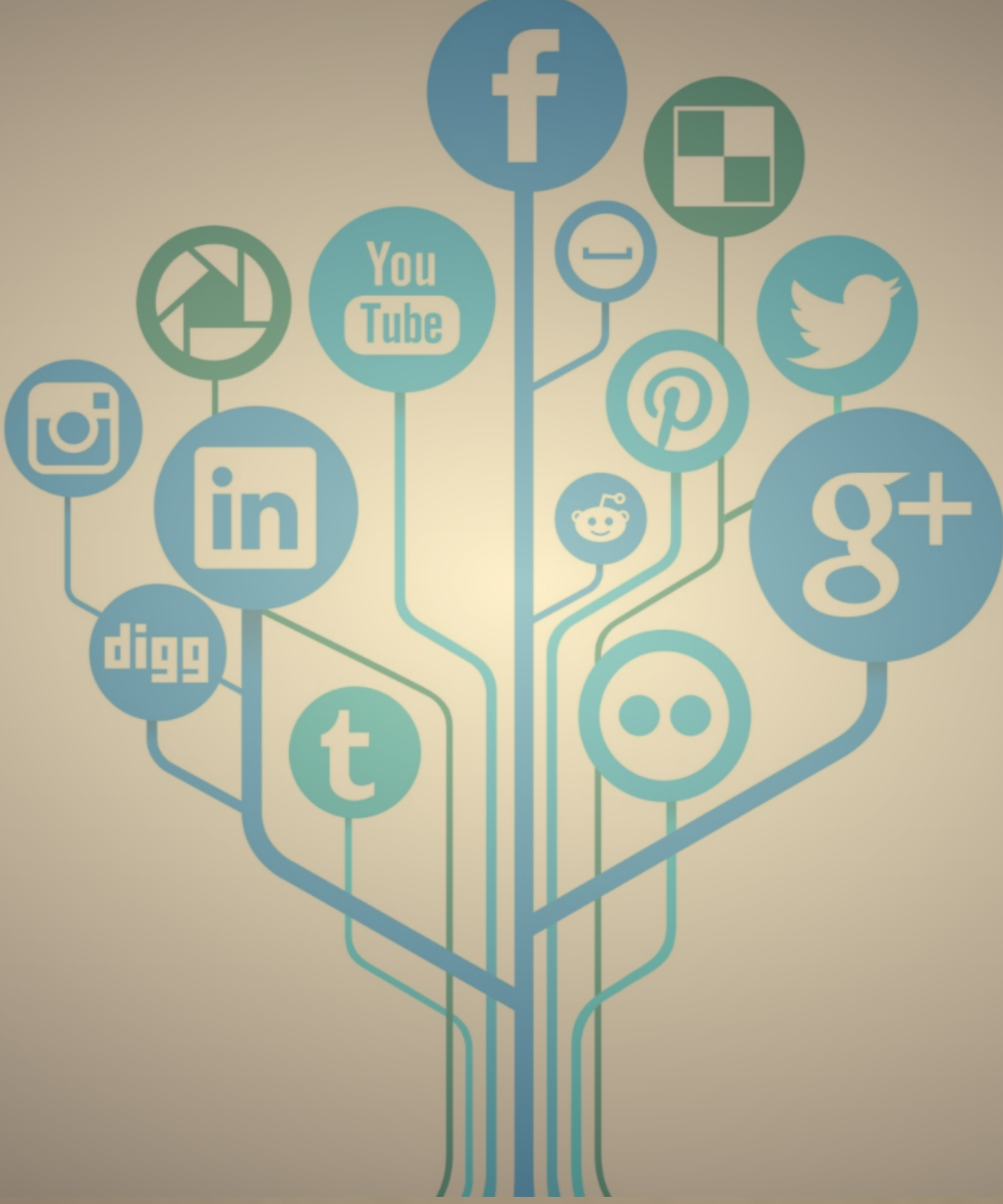
1. Login credentials or passwords should not be shared.
2. Files belonging to other users should not be deleted, examined, copied or modified.
3. Do not use company computers for other purposes or for personal profit.
4. Do not send harassing, obscene, sexually explicit, and/or other threatening communications. Use of Company computers for immoral, illegal or unethical purposes is prohibited and may result in immediate termination.
5. Files imported or transferred in must be checked for viruses prior to being opened.
6. Any actions which damages or disrupts a computing system, alters its normal performance, or causes it to malfunction, is prohibited. Your paychecks will be deducted the amount of the repairs or replacements.
7. Dissemination of proprietary or confidential Company information via electronic means without appropriate authorization is prohibited.
8. Use of Company computers for entertainment purposes such as listening to radio, playing games, online gambling, accessing pornographic sites, or participating in chat rooms is prohibited.



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Department of People Operations

RULES OF ENGAGEMENT

ENGAGING WITH TECHNOLOGY

SELF OWNED EQUIPMENT AND SOCIAL MEDIA	
<p>Personal phones should only be used in designated areas. These include: empty conference rooms, phone rooms, and the hallways outside of the office.</p>	
<p>Personal computers should never be used for storing sensitive information or doing any type of development related activities.</p>	
<p>The use of company WiFi on premises is restricted to company owned devices and for work related activities.</p>	
<p>Hate speech, any type of harassment, or intimidation is prohibited on social media on both anonymous and non-anonymous profiles.</p> <p>As an agent, you are committing to representing the values and ethics of the company at all times, in all places, and in everything you do.</p>	

THE WORLD IS

RUN



BY THOSE **SHOW**

WHO UP

WE NEVER LOSE

WE

[WIN]

/OR

[LEARN]



Drift Net Securities

Department of People Operations

BIRDWATCHER BONA FIDES

WHAT IS A BIRDWATCHER?

"Birdwatcher" is a British term for a secret agent. At Drift Net, we use "Birdwatcher" to describe a RIIOT Agent that has completed an advanced training course, typically after their first year at the company.

"Birdwatchers" are the RIIOT Agents to emulate at the company and are typically mentors to new employees.

WHAT ARE BONA FIDES?

Good faith? No thanks. This is espionage. If you want me to believe you are who you say you are, or that you have the clearance you claim, I'll need cold, hard proof. I'll need credentials. I'll need your bona fides.

At Drift Net, we have many ways to earn those Bona Fides and gain the credentials you need for promotions, raises, and more advanced missions.



If the birds are watching you... who watches the birds?



Birdwatchers at Drift Net



What birds are really doing



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Department of People Operations

GETTING YOUR DRIFT NET BONA FIDES

PROGRESSION TRACKS

OUR PROGRESSION FRAMEWORK HAS LEVELS WHICH ARE BROKEN DOWN INTO TWO DIFFERENT TRACKS. TO WORK OUT WHICH YOU PREFER, YOU CAN ASK YOURSELF THE FOLLOWING QUESTIONS:

Track 1 - Individual Contributor (IC) | L1-L8

- Do I want to build bigger and better systems and processes?
- Do I want to become a thought leader and specialist in my role?
- Do I want a role where my success and failure are only determined by my actions?

Track 2 - People Management (DNM) | M0-M4

- Do I want to manage bigger and better teams?
- Do I want to focus on hiring, team organization, team goal hitting, and people progress?
- Do I want to be a facilitator to help those on my team become better and grow their careers?
- Do I want a role where my success and failure are determined by how well my team does?
- Do I want to take on a role where I am responsible for someone else's success?

DIFFERENT PEOPLE WILL NATURALLY FIT OR PREFER DIFFERENT TRACKS BASED ON PERSONAL MOTIVATIONS, LIFESTYLE, AND PREFERENCES. LEADERSHIP COMES IN MANY DIFFERENT FORMS AND ONE PATH IS NOT SUPERIOR TO ANOTHER. MANAGEMENT IS NOT SEEN AS A PROMOTION, BUT AS A CAREER CHANGE.

FREQUENTLY ASKED QUESTIONS ABOUT PROGRESSION TRACKS

PAY

Pay is equal at each level, regardless of whether you are an IC or a DNM.

SKILL LEVEL AND TIME

In order to be a People Manager, you do not need to match ALL of the skills of an IC at the same level and vice versa. Skills vary based on role and responsibilities.

As a People Manager, the amount of IC work you do will go down. You'll be spending more time on hiring, developing and leading your team and less time on actual execution of work yourself. The % time spent on people management activities will vary depending on a number of factors, such as the number of direct reports you have, how experienced they are and how much hiring needs to be done.



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 Department of People Operations

BIRDWATCHER BONA FIDES

GRADE LEVELS FOR DRIFT NET RIIOT AGENTS

Individual Contributor grade levels are based on 1)bona fides, 2) time in position, and 3) projects completed. Specific projects and bona fides to be completed are outlined in the individual Unit's Progression Guide.

People Management grade levels are based on 1)bona fides, 2) team size, and 3) projects completed. Specific projects and bona fides to be completed are outlined in the Team or Unit's quarterly goals.

NON-ENGINEERING GRADE LEVELS INDIVIDUAL CONTRIBUTOR			
Grade		Time	Pay Scale
Associate	L1	0-12 Months	40,000 - 45,000
Specialist	L2	6-36 Months	45,000 - 50,000
Senior Specialist	L3	12-48 Months	50,000 - 55,000
Analyst / Expert / Consultant	L4	24-72 Months	55,000 - 60,000
Senior	L5	36- Months	65,000 - 70,000
Staff	L6	48- Months	75,000 - 80,000
Senior Staff	L7	60- Months	85,000 - 90,000
Principal	L8	72- Months	95,000 - 100,000

NON-ENGINEERING GRADE LEVELS PEOPLE MANAGEMENT			
Grade		Time	Pay Scale
Associate	L1	0-12 Months	40,000 - 45,000
Specialist	L2	6-36 Months	45,000 - 50,000
Senior Specialist	L3	12-48 Months	50,000 - 55,000
Management Training	M0	24-72 Months	55,000 - 60,000
Squad Leader	M1	36- Months	65,000 - 70,000
Platoon Leader	M2	48- Months	75,000 - 80,000
Company Leader	M3	60- Months	85,000 - 90,000
Director	M4	72- Months	95,000 - 100,000



Drift Net Securities

Department of People Operations

BIRDWATCHER BONA FIDES

GRADE LEVELS FOR DRIFT NET RIIOT AGENTS

Engineers go through an additional technical level placement every quarter to assess their technical skills and capabilities. Engineers who join the company without any enterprise experience start as a DNE0 and take their placement review after the end of their probationary period.

ENGINEERING GRADE LEVELS INDIVIDUAL CONTRIBUTOR				
Grade IC	Title IC	Skill Level	Typical Years of Experience	Typical Pay Scale
DNE0	Intern	As assessed	0-1	40,000 - 45,000
DNE1	Associate Engineer	As assessed	1-3 years or ability	60,000 - 70,000
DNE2	Engineer	As assessed	3-5 years or ability	70,000 - 85,000
DNE3	Senior Engineer	As assessed	5-9 years or ability	90,000 - 100,000
DNE4	Staff Engineer	As assessed	10+ years or ability	100,000 - 120,000
DNE5	Senior Staff Engineer	As assessed	Ability and accreditation	125,000 - 150,000
DNE6	Principal Engineer	As assessed	Ability and accreditation	150,000 - 175,000
DNE7	Distinguished Developer	As assessed	Ability and accreditation	175,000 - 200,000
DNE8	System Architect	As assessed	Ability and accreditation	200,000 or more

ENGINEERING GRADE LEVELS PEOPLE MANAGEMENT			
Grade IC	Title IC	Typical Years of Experience	Typical Pay Scale
EM0	Engineering Mentor	3-5 years or ability	70,000 - 85,000
EM1	Assistant Project Manager	5-9 years or ability	90,000 - 100,000
EM2	Project Manager	10+ years or ability	100,000 - 120,000
EM3	Feature Manager	Ability and accreditation	125,000 - 150,000
EM4	Product Manager	Ability and accreditation	150,000 - 175,000
EM5	Development Manager	Ability and accreditation	175,000 - 200,000
EM6	Director of Innovation in (skill)	Ability and accreditation	200,000 or more



Drift Net Securities
 Department of People Operations

BIRDWATCHER BONA FIDES
 PERFORMANCE AND SALARY REVIEWS

PERFORMANCE REVIEWS

Performance reviews are conducted on a quarterly basis by squad or team level leadership. They encompass a self evaluation, management evaluation, team evaluation, project reviews and discussion. Metrics include:

- Tactical (team/role specific)
- Strategic
- Culture

Quarterly Performance is measured as [TACTICAL + STRATEGIC + CULTURE]

AUTOMATIC TERMINATION RATING	NEEDS IMPROVEMENT RATING	GOOD RATING	BETTER RATING	BEST RATING
Under 75%	75-84%	85-92%	93-98%	98-100%

SALARY REVIEWS

Salary reviews are conducted on a yearly basis by company, director, or executive level leadership. Salary reviews are based on 1) average of quarterly performance reviews and 2) level placement.

Needs Improvement : 0% base salary raise

Good : 2% base salary increase

Better : 3% base salary increase + 1% for every category where an average "Best" rating was achieved.

Best : Grade level promotion (must have completed any prerequisites for that grade)

TACTICAL METRICS (50%)	Measurements of performance based on everyday job performance			
<p style="text-align: center;">PRODUCTION</p> <ul style="list-style-type: none"> - Number of parts produced per week - Personal fail rate - Attendance 	<p style="text-align: center;">IMPLEMENTATION</p> <ul style="list-style-type: none"> - Number of installations - Number of physical security assessments - Number of models developed - Number of quality fails - Attendance - Competencies - Capabilities 	<p style="text-align: center;">INTELLIGENCE</p> <ul style="list-style-type: none"> - Number of tickets worked - Response time - Client approval rating - Number of safety plans - Number of exercises developed - Assigned projects - Attendance 	<p style="text-align: center;">ENGINEERING</p> <ul style="list-style-type: none"> - Project Management - Expectation setting - Incremental Value Delivery - Assigned projects - Competencies - Capabilities 	<p style="text-align: center;">SOLUTIONS</p> <ul style="list-style-type: none"> - Lead Velocity Rate - Conversion Rate - Quarterly Sales - Customer Lifetime Value - Lead to close rate - Number of calls - Number of email campaigns - Number of Demos - Number of Services



Drift Net Securities

Department of People Operations

BIRDWATCHER BONA FIDES

PERFORMANCE AND SALARY REVIEWS

STRATEGIC METRICS (25%)	Measurements of performance based on strategic career development
COMMUNICATION	Shares the right amount of information with the right people, at the right time, and in the right way. Listens for understanding, not to respond.
CRAFT	Embodies and promotes practices to ensure excellent quality products and services.
INITIATIVE	Steps up in every way. Proactively goes above and beyond to support the mission.
WELLBEING	Supports the emotional well-being of team members in difficult times, and celebrates their successes.
ACCOMPLISHMENT	Inspires day to day excellence, maximizes potential and effectively resolves performance issues with compassion and empathy.
MENTORSHIP	Provides support to colleagues, spreads knowledge, and develops the team outside formal reporting structures.
EVANGELISM	Promotes Drift Net to the outside world and establishes it as a mission-oriented, people-minded organization.
DEVELOPMENT	Is continually engaged in activities that help to hone skills and grow personally and professionally.
COMMUNITY	Builds community internally, gives themselves to the team, and champions and extols company values.
ORGANIZATION SUPPORT	Challenges the status quo and effects positive organizational change outside of mandated work.



Drift Net Securities

Department of People Operations

BIRDWATCHER BONA FIDES

AGENT PATHWAYS AND TRAINING PROGRAMS

Drift Net is dedicated to increasing education for our clients and our agents. We believe that as our agents develop themselves as individuals, we get better as an organization.

PATHWAY PROGRAMS

Pathway Programs are open to all agents at the company. Pathway Programs are an opportunity advance to the next agent level, transition to a different team or unit, and gain bona fides. Completion of a Pathway Program also earns a Department of Labor Apprenticeship Certification in addition to internal progression.

Humans have the ability to achieve remarkable things, but often times, because of circumstances outside of their control; many people aren't able to achieve their fullest potential. We want to make sure that our agents have the opportunity to grow themselves to their fullest. At Drift Net, it doesn't matter where you are from, if you had the financial resources or support to pursue higher education, or if you just never believed that you could do something that seemed outside of your reach: if you are willing to put in the work and dedicate yourself to the mission, we will help to provide an environment where you can succeed. That's how we've created a team that embodies our values.

	INTELLIGENCE PATHWAYS	Approximate Completion Time
	- Intelligence HUMINT/SIGINT	12 months
	- Intelligence Client Success	12 months
	- Physical Security Expert	12 months
	SOLUTIONS PATHWAYS	Approximate Completion Time
	- Account Executive	12 months
	- Marketing Analyst	12 months
	- Graphic Designer	12 months
	- Content Writer	12 months



Drift Net Securities
 Department of People Operations

BIRDWATCHER BONA FIDES

AGENT PATHWAYS AND TRAINING PROGRAMS

	IMPLEMENTATION PATHWAYS	Approximate Completion Time
	- GIS Analyst	12 months
	- Physical Security Expert	12 months
	PRODUCTION PATHWAYS	Approximate Completion Time
	- Industrial Manufacturing	12 months
	- Mechanical Engineering	12 months
	- Electronic Drafter (PCB)	12 months
	ENGINEERING PATHWAYS	Approximate Completion Time
	- Data Analyst Level 1 and 2	12 months
	- Machine Learning	12 months
	- Game Developer	12 months
	- Full Stack Developer	12 months
	MACHINING PATHWAYS	Approximate Completion Time
	- Additive Manufacturing	12 months
	- CNC Machinist	12 months
	- PIM Operator	12 months
	- PNP Operator	12 months
	DRIFT NET PATHWAYS	Approximate Completion Time
	- Operational Management	12 months



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Department of People Operations

BIRDWATCHER BONA FIDES

AGENT PATHWAYS AND TRAINING PROGRAMS

Drift Net is dedicated to increasing education for our clients and our agents. We believe that as our agents develop themselves as individuals, we get better as an organization.



TUITION REIUMBURSMENET

RIIOT Agents that have completed a Pathway Program or that are Level 3 or and above are eligible for tuition reimbursement up to \$1,500 per quarter. To access this benefit, send a request to People Operations with the desired course or class, the course amount, and the date(s) that you will be conducting the course. People Operations will approve your request and then, once you have sent proof of completion, will send you a reimbursement.

INCENTIVE SWAG

RIIOT Agents normally are required to wear business casual without jeans at the office. The exception is when a RIIOT Agent has earned Incentive Swag. These T-Shirts can be worn with jeans in the office and are physical demonstrations of an Agents quarterly accomplishments.

The designs for the Incentive Swag change every quarter and feature designs from agents across the company. To qualify:

<p>WEEKENDS</p> <p>Worked 5 Weekend days in a quarter</p>	<p>ATTENDANCE</p> <p>Less than 1 PTO day in a quarter</p>	<p>GOALS</p> <p>Hit your goals for the quarter</p>
 <p><i>Weekend Q3 2021</i></p>	 <p><i>Attendance Q3 2021</i></p>	 <p><i>Goals Q2 2021</i></p>



Drift Net Securities

Department of People Operations

THE

DEDICATED

HARD WORKING

FAST

PASSIONATE

CLEVER

LEARNING

SHALL INHERIT THE EARTH

Dedicated and hard working is better than indifferent and idle. Fast is better than slow. Passionate is better than apathetic. Clever is better than unimaginative. Learning oriented is better than stagnant.

At Drift Net, these adjectives are some of the best bona fides an agent can have.



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Department of People Operations

RIIOT AGENT ACTION GUIDE

STEPS TO FIND OUT WHAT IS GOING ON

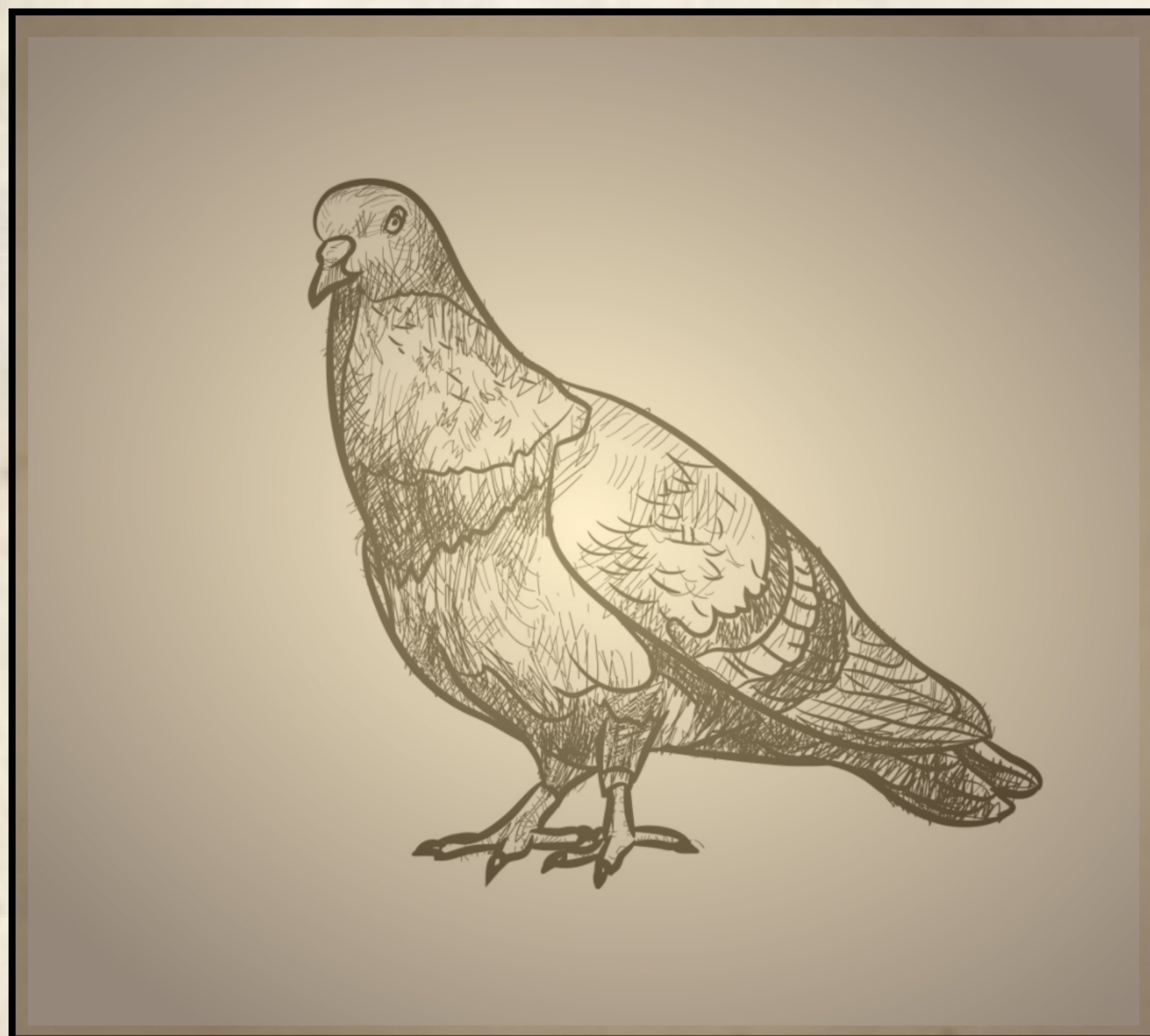
Try these helpful tricks of tradecraft to figure out what's going on; with a project, with a concern, with a disagreement; with anything.



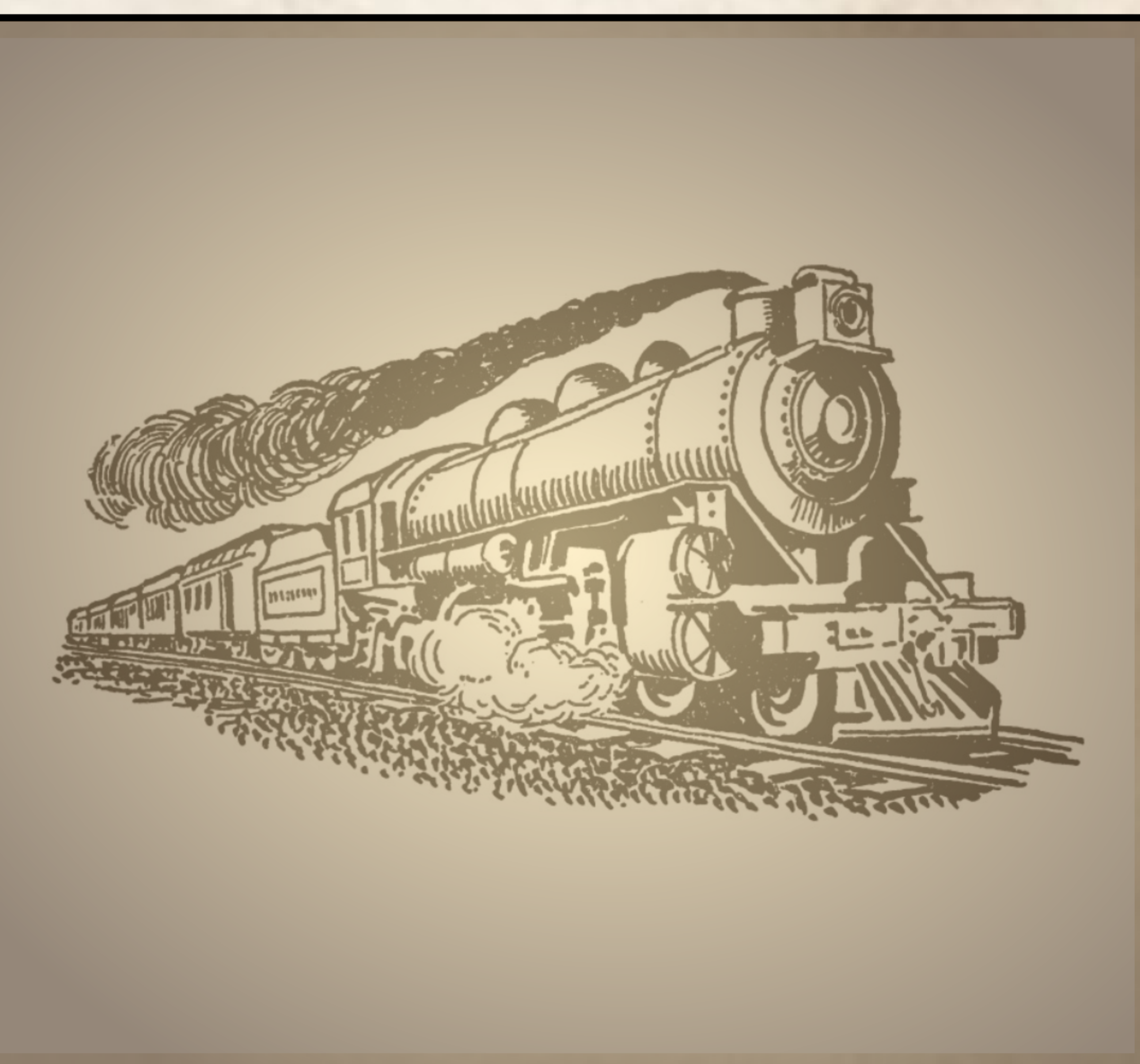
Write it down!



Talk about it at a desk, a table, or a conference room



Send a carrier pigeon... or a Slack... or an email



Catch them on the train or the walk to work

Whatever it is, the trick is to..

COMMUNICATE



Drift Net Securities

Department of People Operations

RIIOT AGENT ACTION GUIDE

TIPS ON WHAT TO SAY IN THE FIELD

Try these helpful phrases to make sure that missions go smoothly with other agents, Team Leads, and Unit Leads.

Instead of saying:	Say this instead:
I suck/ I'm not good at this / what's wrong with me????	What are steps I can take to improve my skills in this area?
This is stupid / I don't see the point in doing what I'm doing.	What ideas can I come up with to make this process or project better?
Oh look, a bird!	There goes a government surveillance drone!
My fellow agent is so slow/ bad at their job.	What can I do to help my fellow agent contribute more to the mission?

Whatever it is, the trick is to..

KEEP MOVING FORWARD

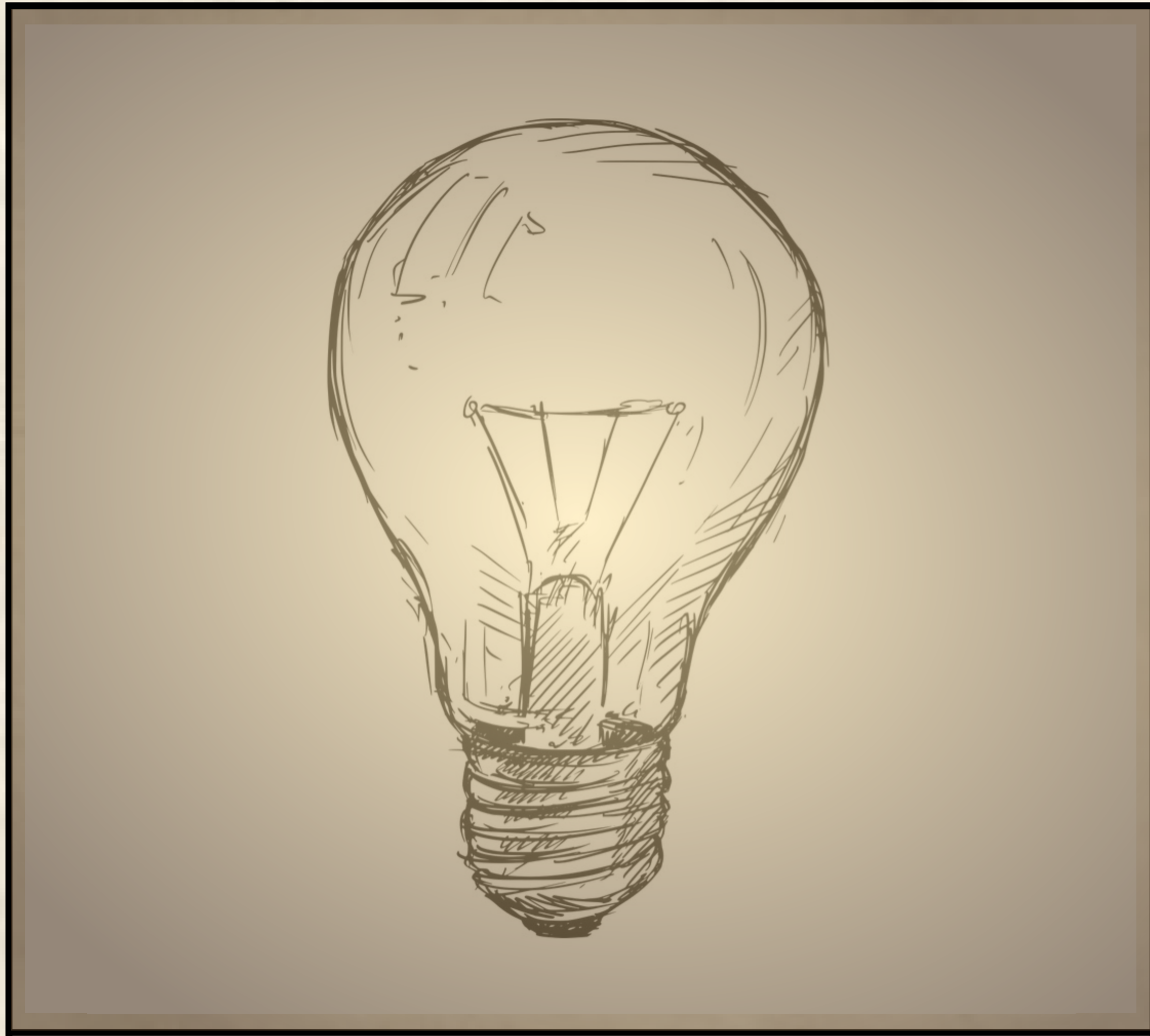


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RIIOT AGENT ACTION GUIDE

METHODS TO WORKING IN A FLAT ENVIRONMENT

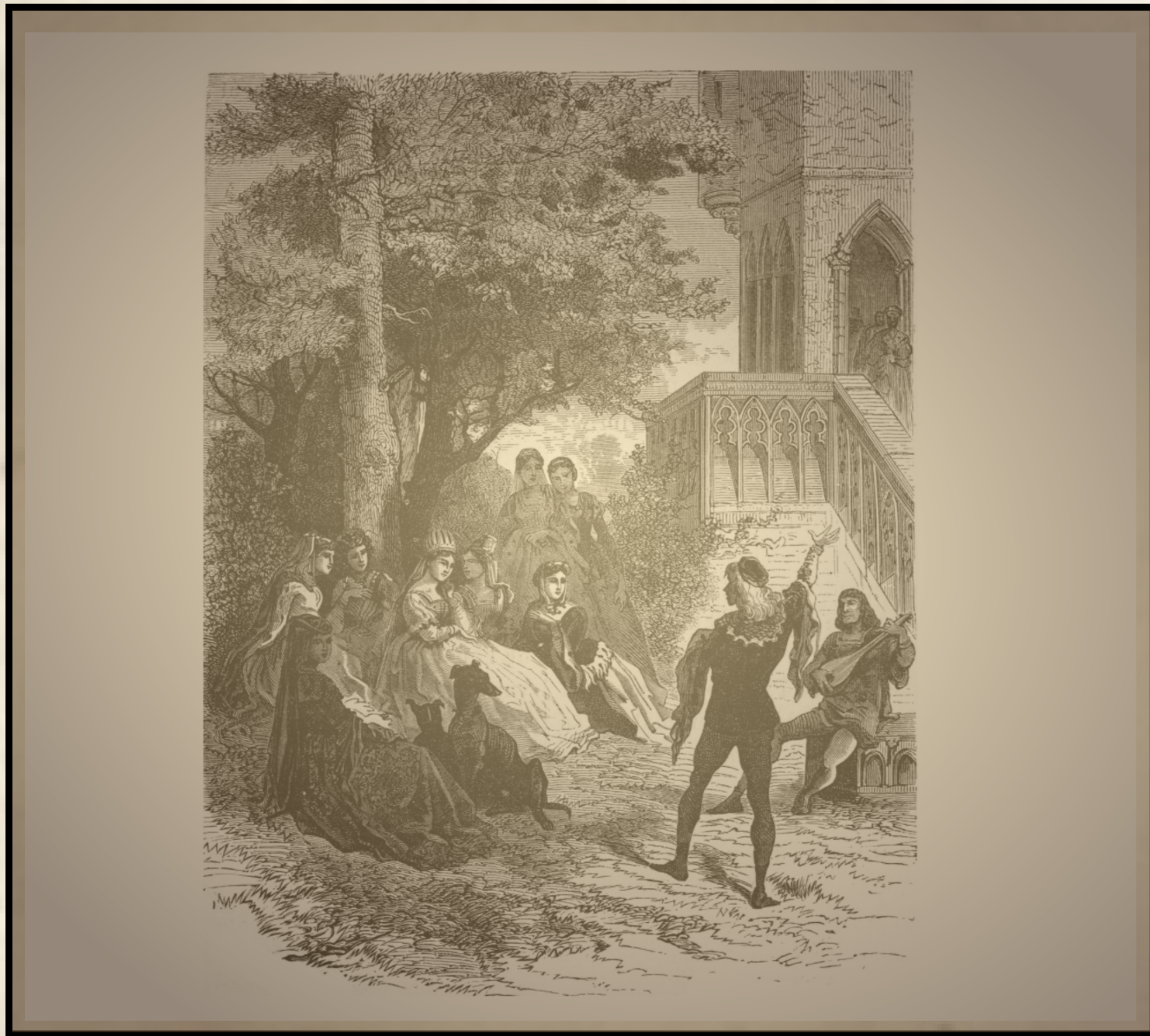
Try these helpful tricks of tradecraft to figure out how to work in a flat, agent driven environment. We rely on the talented agents we hire to take ownership and drive forward mission oriented projects.



Have an idea!



Present your concept to your Team and Unit Lead



Gather a squad that's just as passionate as you are!



Build it and ship it!

When you want to work on something...

THINK IT | PLAN IT | DO IT



Drift Net Securities

Department of People Operations



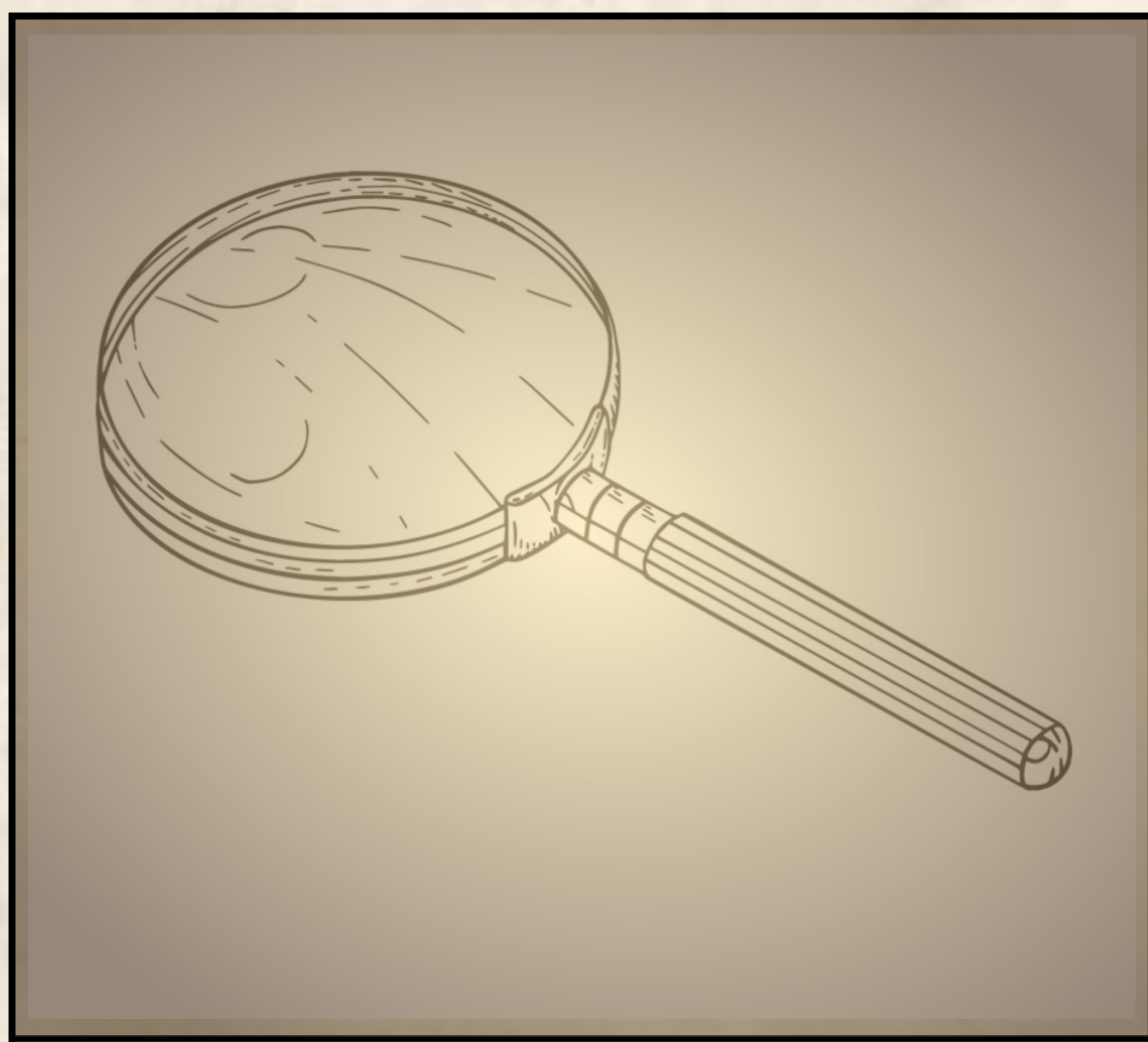


Drift Net Securities
Department of People Operations

RIIOT AGENT ACTION GUIDE

STEPS TO TAKE WHEN YOU MESS UP

Try these helpful tricks of tradecraft to figure out what to do to minimize blowback when a mission goes south.



Identify the problem; if you make a mistake being the first to find it is better



Admit the mistake...
CONFESS!



Send a distress signal to get help



Fix it and learn from it

Whenever a mission goes south...

Identify it, confess it, fix it,
and learn from it

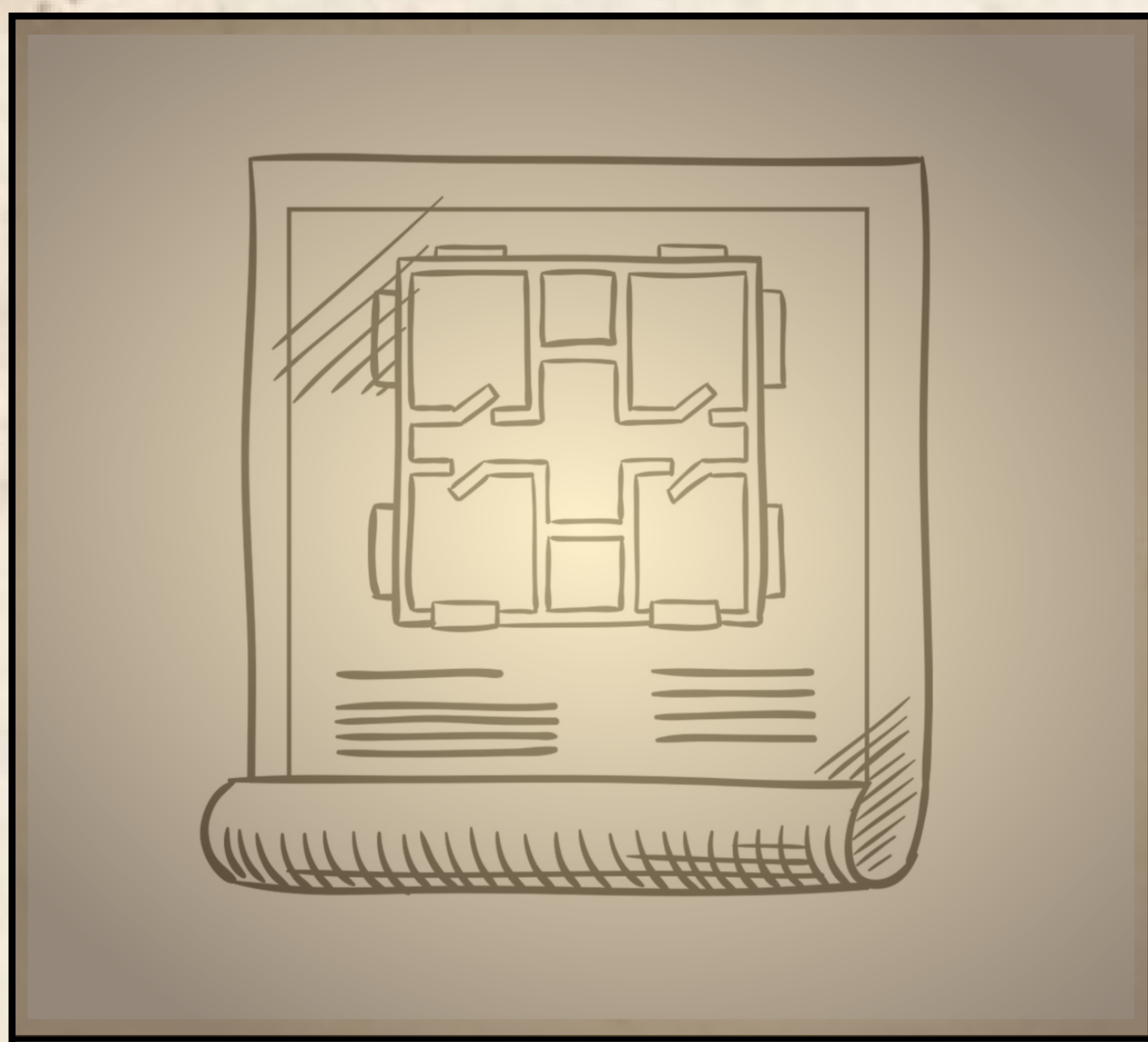


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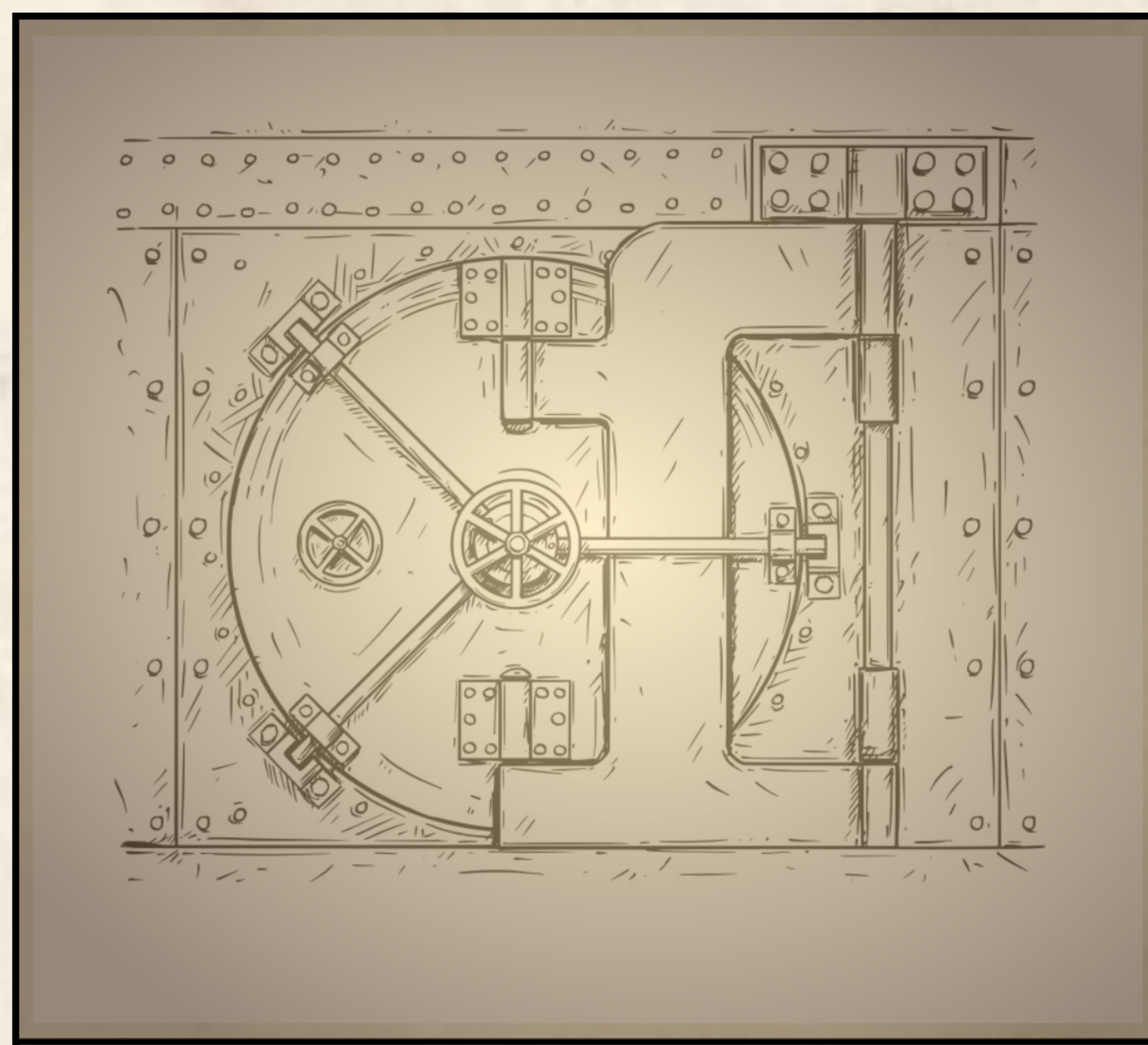
RIIOT AGENT ACTION GUIDE

WHAT TO DO IN THE EVENT OF AN EMERGENCY

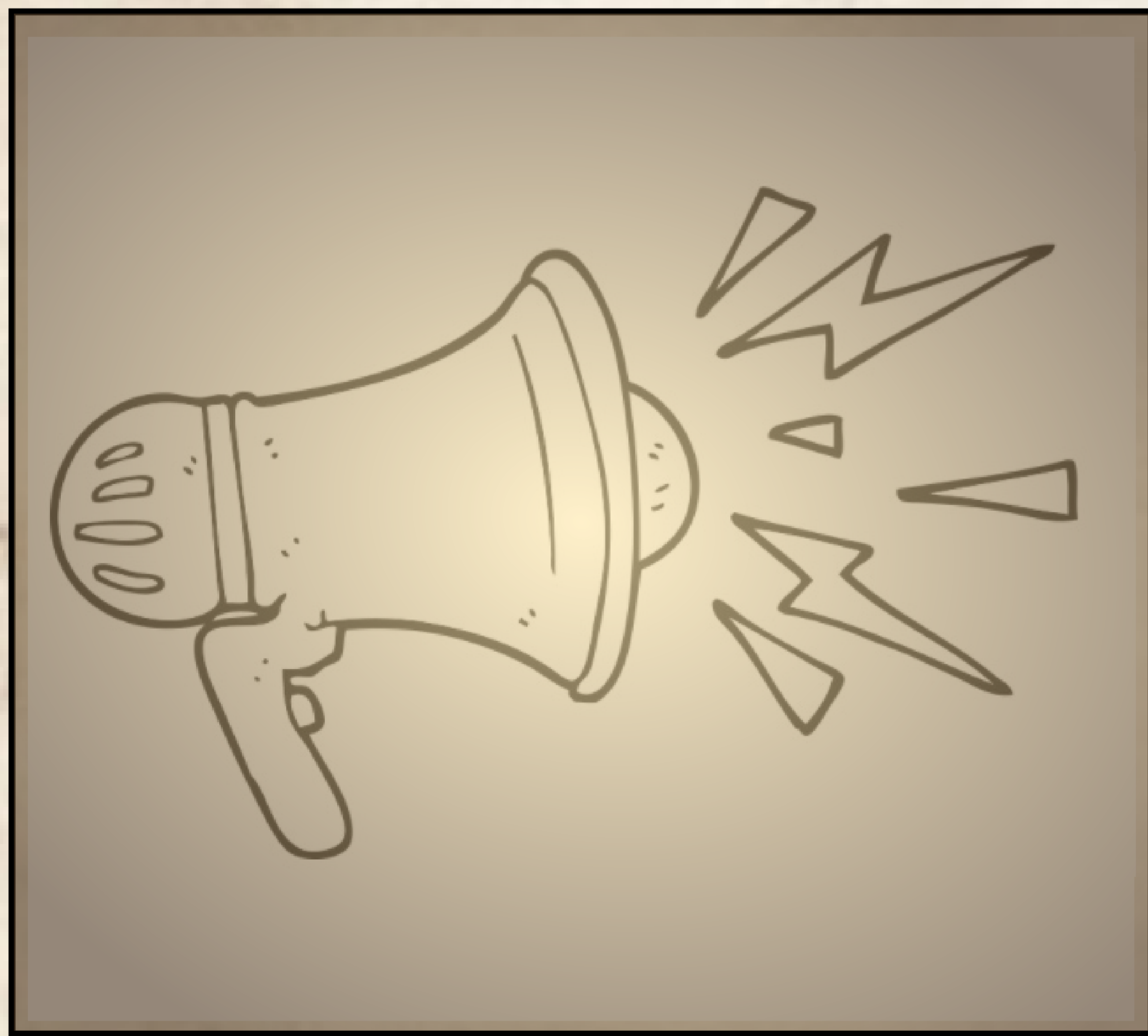
Try these helpful tricks of tradecraft to figure out what to do in the event of an emergency.



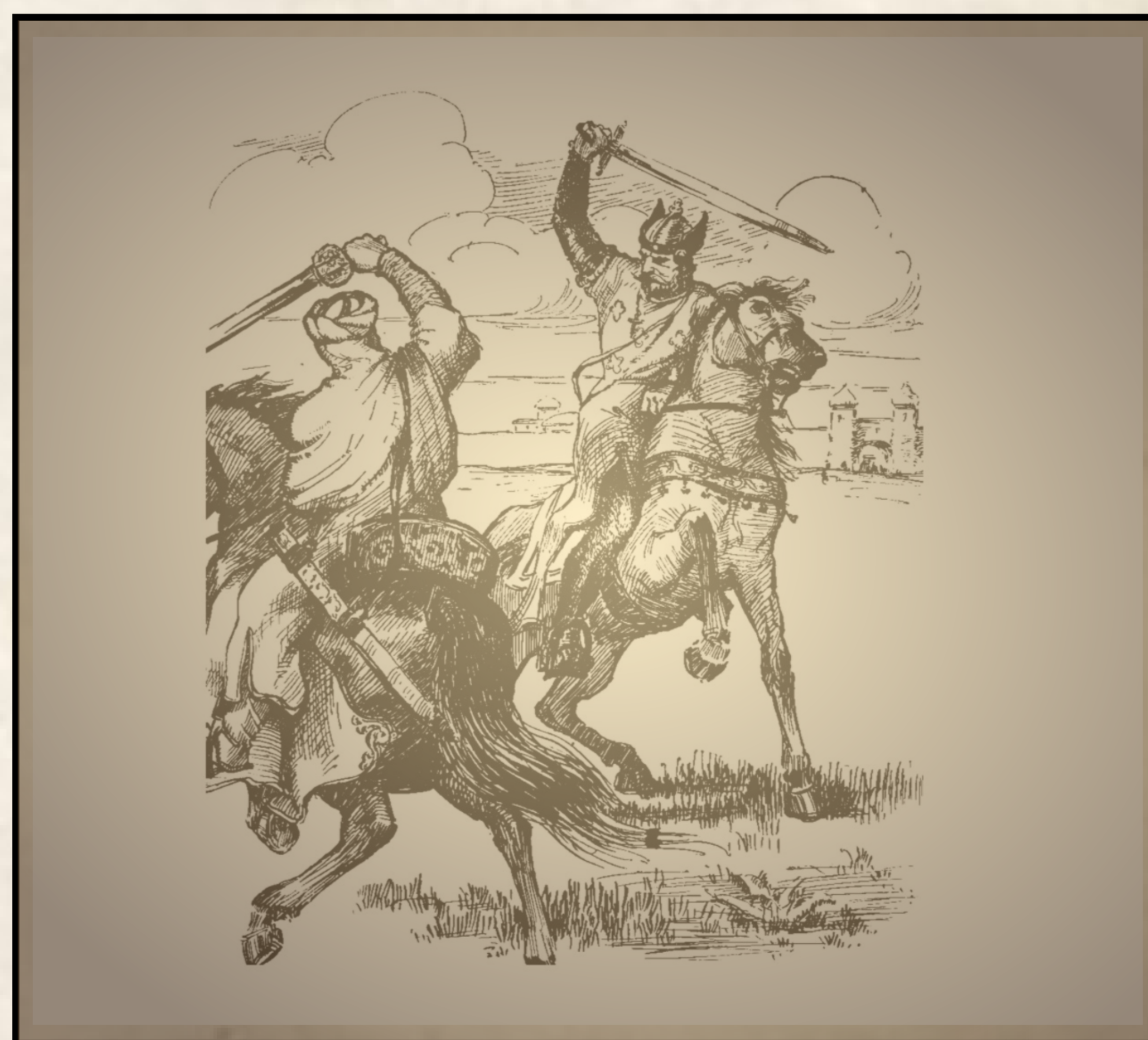
Prepare; know the emergency plan



Mitigate risk; be conscientious of what you're doing



Report; tell your Team or Unit lead



Respond; follow the steps of the emergency plan

If something bad happens...

PREPARE | MITIGATE | RESPOND



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RIIOT AGENT GLOSSARY

TERMS OF THE TRADE

RIIOT AGENT	What we call Drift Net employees.
TEAM LEADS	Your job is to run a group of agents in a Unit, which might include recruiting, instructing, briefing, or advising.
UNIT LEADS	Your job is to run the agents in a Unit, which might include recruiting, instructing, briefing, or advising.
SQUAD LEADS	Your job is to run the agents participating in a project.
BIRDWATCHER	We use "Birdwatcher" to describe a RIIOT Agent that has completed an advanced training course.
CODE BLACK OPERATION	These are sensitive missions. You should only discuss these missions in private with the agents involved.
BLOWBACK	If something goes wrong with your operation, the consequences may be disastrous. That's blowback.
BONA FIDES	The cold, hard proof of your achievements and performance.
CHICKEN FEED	Minor intelligence of no operational worth; otherwise known as gossip.
CLASSIFIED	Classified information is protected by our NDA from public view. Your work at Drift Net is considered classified.
DEFECTOR	Someone who has left the company. No information about the company or projects should be shared with defectors.
DOUBLE AGENT	What we call someone who has graduated a Pathway Program to transfer into a different Unit.
MICE	Why Drift Net? You might want to get paid. Or you believe in the cause you're helping. Figure out your motivation.
TRADECRAFT	The array of methods and tools used in operations. Use the right tradecraft and you'll have the best chance of success.
UNCLE	Uncle is slang for headquarters. No one said espionage was funny.
MISSION	The job you do and the objectives you and your team need to accomplish.
RULES OF ENGAGEMENT	Laid out to govern how agents are expected to operate in the field with their team, other agents, and clients.
CODE OF CONDUCT	Establishes the expectations we have at all times both in the field and out of the field. Violations = termination.
PATHWAY PROGRAM	The training program that we have established to help agents grow their skills or become double agents.
THE FIELD	Anywhere that we do work or that we operate in to accomplish the mission.
COMPANY OWNED EQUIPMENT	Any item or piece of equipment that was already in the office before you got here.



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