



Company-Sponsored Activities Policy

SomaLogic may support various recreational activities including sports teams or clubs in which its employees participate by providing funds to organize such activities. Participation is completely voluntary, and employees should not be unreasonably encouraged to participate in non-work-related activities. Participation in any company-sponsored activity is at the employee's own risk and all participation in any such activity should be done on the employee's own time and not during work hours.

Eligibility and Participation Requirements:

- All SomaLogic employees are eligible to participate
- At least half of the participants must be SomaLogic employees
- All employees participating must sign the Company-Sponsored Activity Waiver
- Eligible expenses can include participant and registration fees
- Eligible expenses do not include equipment

Procedures:

Employees who wish to initiate such activities must designate an "Activity Lead" who will follow the steps below:

1. Obtain Management Approval
 - a. Discuss participation as Activity Lead and receive manager support
 - b. Any company time used to conduct Activity Lead activities must be pre-approved by manager
2. Coordinate with People and Culture
 - a. Send peopleservices@somallogic.com activity information including cost for consideration and approval, prior to paying
 - b. P&C will review request and determine if funds are available - budget will be allocated on a first come, first serve basis
 - c. As approved and applicable, P&C will communicate out activity to invite participants through monthly Helix Wellness emails
3. Obtain Signatures on Company-Sponsored Activities Waiver
 - a. Activity Lead is responsible for collecting the signed Company-Sponsored Activity Waiver from participating employees and returning to P&C prior to the activity start
4. Coordinate directly with P&C to handle payment and socializing your team or club.

