

## **IMPLEMENTATION SOW** **ADOPTION WORKSHOP PACKAGE**

AuditBoard's Customer Advisory Services team ("CAS") will help Customer implement (the "Implementation Services") the Core Module(s) included on the relevant Order referencing these terms (the "Service" and any individual Core Module within the relevant Order a "Service") as set forth below. "Core Module" as used herein includes AuditBoard's SOXHUB, OpsAudit, RiskOversight, and CrossComply, Third-Party Risk Management, ESG, and IT Risk Management modules. This Adoption Workshop Package service will be performed for the module listed in the associated Order or Statement of Work for the fees listed therein and are invoiced one-time upon execution. This Adoption Workshop Package service is only available to current AuditBoard customers who have completed the initial implementation process for the applicable Core Module(s). Implementation Services typically do not require AuditBoard to travel, however, if Customer requests that AuditBoard travel, such travel, and any related expenses will be mutually agreed by the Customer and AuditBoard and then billed separately. The Service and all Implementation work are provided in U.S. English.

### **Implementation Services and Timeline**

1. CAS will implement the services specified in Appendix A in accordance with AuditBoard's standard process, described below in Table 1.
2. The Implementation Services only include, and AuditBoard will only perform the services explicitly listed herein. Any additional services (including but not limited to additional data loads, training, custom reports or changes to the configuration after the Launch Date) will be subject to AuditBoard's standard Change Order process and may result in a corresponding additional cost to Customer and/or delays to the schedule. The Launch Date is defined as the date in which in-scope services have been delivered.
3. The creation of custom dashboards, development of integrations, and data migration of historical data (unless specifically listed in Appendix A) are excluded from the scope of the implementation.
4. AuditBoard will implement up to the number of "pricing units" including, but not limited to, "controls," or "users," or other governing amounts included in the Customer's Annual Subscription Fees as of the Effective Date of the Agreement.
5. Implementation Services will occur in one contiguous project timeline. Failure by Customer to perform any of its responsibilities listed herein, (including providing prompt and full access to the Customer's AuditBoard instance), modifications to AuditBoard's responsibilities listed, or delays or phased implementation that require design sessions or data loads, may result in delays to the project timeline, additional fees, and/or require a separate statement of work.
6. Services under this agreement shall be deemed complete on the earlier of: (i) the Launch Date or, (ii) the Service Term listed in the applicable table under Appendix A.
7. Commencing on the Effective Date of the Order or Statement or Work authorizing the Implementation Services, Implementation Services will expire in accordance with the applicable Service Term set forth in Appendix A (the "Expiration Date"). Implementation Services provided after the Expiration Date will be provided under a separate statement of work.
8. Any breach or termination of the Implementation Services shall not be considered a material breach or termination under the Subscription Agreement. Further, the parties agree that the aggregate Limitation of Liability for Implementation Services shall be tied to the fees paid or payable for the Implementation Services in the last 12 months and not the Service under the Order.

Table 1

Phase	Estimated Timeframe*	AuditBoard Responsibilities	Customer Responsibilities
<b><u>Initiation</u></b>	1 - 2 weeks	<ul style="list-style-type: none"> <li>• Conduct planning and kick-off meetings with Customer</li> <li>• Provide an overview of the implementation process</li> <li>• Provide estimated project timeline and key milestone dates</li> </ul>	<ul style="list-style-type: none"> <li>• Designate a primary contact to serve as AuditBoard's main point of contact for the Implementation Services</li> <li>• Customer shall ensure that the primary contact is responsible for the overall project including Customer Responsibilities listed here</li> <li>• Identify and include internal resources required for this project</li> <li>• Complete AuditBoard Academy online training</li> <li>• Confirm estimated project timeline and key milestone dates</li> </ul>
<b><u>Assessment</u></b>	1 - 2 weeks	<ul style="list-style-type: none"> <li>• Conduct up to one (1) adoption assessment session</li> <li>• Provide completed assessment and recommendations for the next phase of adoption</li> </ul>	<ul style="list-style-type: none"> <li>• Provide an overview of the company, team structure, key objectives, processes, and workflows</li> <li>• Participate in the assessment session and provide feedback within reasonable turnaround time (max five business days)</li> </ul>
<b><u>Design</u></b>	2 - 4 weeks	<ul style="list-style-type: none"> <li>• Conduct up to two (2) design sessions to present the AuditBoard site to customers and gather feedback.</li> <li>• Make mutually agreed configuration changes based on Customer's feedback</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in design sessions and provide feedback within reasonable turnaround time (max five business days)</li> </ul>

<p><b><u>Configure</u></b></p>	<p>2 weeks</p>	<ul style="list-style-type: none"> <li>• Enable features for applicable users, roles and teams based on customer requirements</li> <li>• Support Customer's reasonable review of the Service configuration to confirm AuditBoard's completion of the responsibilities listed in this SOW</li> </ul> <p>If requested by the customer, production site data will be copied to a sandbox site for testing purposes. This sandbox site is available until project completion, unless Customer has purchased a permanent sandbox environment</p> <p>Make mutually agreed configuration changes identified during Customer's review</p>	<p>Customer to conduct testing of site and report issues and provide feedback within reasonable turnaround time (max five [5] business days)</p>
<p><b><u>Adoption Workshop</u></b></p>	<p>2 weeks</p>	<ul style="list-style-type: none"> <li>• Conduct up to 6 hours of training with Customer</li> <li>• Training can be recorded by AuditBoard and made available to Customer for future use</li> <li>• Make mutually agreed configuration changes identified during Customer's review</li> </ul>	<ul style="list-style-type: none"> <li>• Customer to review resources on AuditBoard Academy and Help Center prior to training</li> <li>• Ensure necessary resources attend the training</li> </ul>
<p><b><u>Transition</u></b></p>	<p>1 - 2 days</p>	<ul style="list-style-type: none"> <li>• Introduce AuditBoard Support and Customer Engagement to Customer. Support and Customer Engagement will be responsible for addressing subsequent questions, requests, and/or issues from Customer after completion of Implementation Services</li> </ul>	<ul style="list-style-type: none"> <li>• Provide formal confirmation that AuditBoard has completed all of its tasks and responsibilities as set forth herein and Implementation Services are complete</li> </ul>
<p><b><u>Post Implementation</u></b></p>		<p>None</p>	<ul style="list-style-type: none"> <li>• Configure and maintain user accounts and permissions</li> <li>• Adjusts module settings</li> <li>• Review release notes for new features</li> <li>• Create and maintain data</li> <li>• Launch projects, as applicable</li> </ul>

			<ul style="list-style-type: none"> <li>• Defines and measures ongoing success and optimizes AuditBoard usage</li> </ul>
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\*Estimated time frames are subject to change due to the complexity of the project.

**B. Data**

1. Data load is not included in this service.

**C. Communication**

1. The Implementation Services will be facilitated virtually via web conference, electronic communications, and collaboration software and will not be performed within Customer's office locations.
2. All services and communications delivered by AuditBoard will be in English.
3. AuditBoard's standard work week consists of Monday to Friday 8:30 AM to 5:00 PM (Pacific Time), excluding company holidays.

**D. Terms Specific to Modules**

1. For SOXHUB and CrossComply modules: AuditBoard will not recreate or reformat content such as narratives, flowchart diagrams, policies, or other documentation for Customer.
2. For SOXHUB and CrossComply modules: AuditBoard will not be linking narratives or policies unless services are specifically purchased. AuditBoard and Customer to mutually agree upon the number of documents to be linked.
3. For CrossComply module: Applicable Unified Compliance Framework® content will be made available to Customer pursuant to the Order.
4. For SOXHUB, OpsAudit, RiskOversight and CrossComply modules: AuditBoard will not redesign permission or convert permission from role based to team based unless services are specifically purchased.

**E. Disclaimers**

1. AuditBoard is not engaged in rendering auditing, accounting, legal, or other professional or expert advice. If requested by Customer, CAS may be able to provide recommendations based on software configuration settings observed by AuditBoard, but all decisions about adopting such recommendations are at the sole discretion of the Customer.
2. AuditBoard will not undertake or perform, and Customer will not request that AuditBoard undertake or perform, any obligations of Customer, whether regulatory or contractual, assume any responsibility for the management of the Customer's compliance, internal audit, or Sarbanes-Oxley functions, form part of the Customer's internal control structure relating to the preparation of regulatory compliance or financial reporting or act, or be requested to act by Customer, in such a way as to create an impression that AuditBoard is a member of Customer's management or an employee of the Customer.
3. AuditBoard will not provide any third-party copyrighted contents, which includes, but is not limited to: risk assessment frameworks, audit programs, and control frameworks. If necessary, Customer is expected to procure the rights to such contents and provide them to AuditBoard.

**F. Change Process**

1. Changes to the configuration, role-based access set up, and mass data uploads requested after the Data Load and Configuration may require a Change Order and may impact implementation timeline.
2. Any delays in Customer responsibilities, feedback, or review of the Product configuration may cause a delay to the overall timeline and may require a Change Order.
3. In the event of any change that impacts scope, schedule, or cost of the Implementation Services, upon becoming aware of such change, AuditBoard shall notify Customer and work with Customer to obtain a Change Order prior to implementation of any adjustments to scope, schedule, or costs of the Implementation. If a change is requested by

Customer, the Primary Contact will notify the AuditBoard of the requested change. AuditBoard will, within five (5) business days after receipt of the change request, provide Customer, by completing and submitting to Customer for review and approval the form of Change Order, with a cost estimate and timeline impact, if any, for the requested change. If the proposed Change Order is approved by Customer, upon execution by each party's authorized signatory, it shall become a Change Order under the Agreement and the SOW shall continue as amended by such Change Order. AuditBoard will implement the applicable change in accordance with the Change Order, provided that AuditBoard's implementation of the change shall not delay the performance of Services or delivery of a task not reasonably affected by such change. Work performed by AuditBoard to prepare, analyze, or respond to a change request shall not be chargeable to Customer under this SOW or otherwise under the Agreement.

**Appendix A**

**Must have an existing subscription for one of the modules below:**

SOXHUB, OpsAudit, RiskOversight, CrossComply, Third-Party Risk Management, ESG, and IT Risk Management

	Scope
<b>Project Team</b>	
Service focused project lead	✓
Service focused technical lead	✓
<b>Design &amp; Configuration</b>	
Adoption assessment	✓
Site design and recommendations	✓
<b>Training</b>	
AuditBoard Academy	✓
Training session	6 hours
<b>Service Term</b>	
Expiration from Effective Date	3 months