ONBOARDING SERVICE TERMS AND CONDITIONS

Last updated - August 13, 2025

This Product Addendum ("Addendum") supplements and is made a part of the Agreement, by and between Viventium and User (each as defined in the Agreement). All terms not defined herein shall have the same meaning as found in the Agreement.

The scope of this Addendum is limited to the Viventium provided computer software designed to provide a client-driven tool to allow newly hired employees to complete the steps and documentation needed to communicate hiring details, verify eligibility to work and assign various client specific tasks that are needed to commence employment ("Onboarding Services").

A. User Responsibility Pre-Implementation. User acknowledges and agrees that it is responsible for performing the following pre-implementation tasks in connection with the Onboarding Services:

- Fully completing the Onboarding Setup Survey.
- Submitting the outline and required steps to complete employee Onboarding.
- Submitting documents which are needed to define each onboarding step.

B. Viventium. Subject to User meeting its pre-implementation responsibilities described above, Viventium will implement the Onboarding Services as follows:

- Establish supported tasks along with any agreed-upon customization of those tasks.
- Establish at least one Onboarding Plan.
- Provide User training on:
  - Adding newly hired employees.
  - Completing an ESS Onboarding Plan.
  - Working with the Onboarding Dashboard.

C. User's Responsibility Post Implementation

- Review and confirm the Onboarding Services.
- Continue to maintain and update complete and accurate information and data with respect to the Onboarding Services, including without limitation correcting any known errors or omissions.
- Maintain configuration across tasks and plans.
- Maintain updated employee information that may have been entered incorrectly or which needs to be updated due to applicable changes.

D. Terms. Viventium and User acknowledge and agree that Viventium will provide the

Onboarding Services according to the following terms:

- User assumes full responsibility for the accuracy and completeness of all data entered into the Onboarding Services.
- Viventium has no responsibility or obligation to determine whether data entered into its System is complete or accurate and has no liability with respect to incomplete or inaccurate data User enters into Viventium's System.
- Viventium will not be responsible for the content of a task and any compliance with federal, state, or other legal entities' rules and regulations.
- Viventium only provides the Onboarding Services. The documents that are required of Users to upload/sign, as well as the consequences deriving from them, including hiring decisions themselves, are the sole responsibility of User.
- If User terminates Onboarding Services with Viventium, User will forfeit any in-progress or pending new hires and will not be able to initiate any onboarding plans after the date of termination.
- Viventium reserves the right to stop User's access to the Onboarding Services, with no liability to Viventium whatsoever for the stoppage, if the User fails to pay Viventium's fees as provided in Section E "Fees" or if User is otherwise in breach of the Agreement, inclusive of this Addendum, and User will remain liable for such stoppage as well as any unpaid fees or other damages caused by the breach of this Addendum.
- Viventium may temporarily suspend access to the Onboarding Services or make the Onboarding Services temporarily unavailable to provide updates or remedy any technical failures or security breaches for any period necessary or advisable to implement the update or remedy any failure or breach.

E. Fees. User agrees to pay Viventium the fees for implementation and use of the Onboarding Services as follows:

- Fees will be determined and billed as stated in the Ordering Document, subject to the following:
    - Implementation Fees (as applicable) and minimum monthly fees will be billed as soon as implementation is initiated.
    - If any corrections or updates are required after implementation signoff, User agrees to make those updates on their own, or, if the User and Viventium agree, pay Viventium time and materials for the changes.
- User agrees to pay Viventium's fee for handling audit requests requested by User of 5% of the proposed penalty with a maximum of $5,000 per client code.