

FIKA VENTURES HARASSMENT POLICIES

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I. Mission Statement

Fika Ventures is committed to creating a work environment in which everyone is empowered to develop, to contribute, and to succeed. As a Firm, we do not tolerate harassment and discrimination. Creating an inclusive environment where employees feel comfortable, safe, and free from inappropriate and disrespectful conduct is one of our core values.

This policy, as well as other Firm policies or practices, are not an express or implied contract, bargain, or agreement, nor do they confer any contractual rights whatsoever or guarantee your employment with the Firm for any specific duration.

This policy applies to all employees regardless of the date of hire.

II. Non-Discrimination Policy

We are committed to maintaining a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities in all aspects of employment and personnel matters (including, without limitation, recruiting and hiring, job assignment, compensation, opportunities for advancement (including promotion and transfers), evaluation, benefits, training, discipline, and termination), and prohibits discriminatory practices, including harassment. This policy applies to unlawful conduct by supervisors, co-workers, and third parties.

We expect that all relationships among persons in the workplace will be free of unlawful bias, prejudice and harassment. Therefore, it is the Firm's policy to ensure equal employment opportunity without discrimination or harassment on the basis of race; color; religion or creed; sex or gender (including pregnancy, childbirth, breastfeeding or related medical conditions); age; physical or mental disability; medical condition; military or veteran status; national origin or ancestry; citizenship status; genetic information; marital and partnership status; sexual orientation; gender identity or expression; credit history; unemployment; status as a victim of domestic violence, stalking or sex offenses; height; weight; arrest or conviction record; affiliation with a spouse or domestic partner falling within the protected categories of this policy;¹ or any other characteristic protected by law. We also prohibit discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

¹ The highlighted characteristics are protected under the laws of some cities and/or states. Exceptions may apply. Firms should contact local counsel to see which protections are necessary for their jurisdiction.

III. Anti-Harassment Policy²

Policy Statement

The Firm is committed to maintaining a workplace free from unlawful harassment of any kind (such as oral, written, visual, or electronic) for any reason, including sexual harassment and other unlawful harassment on the basis of race; color; religion or creed; sex or gender (including pregnancy, childbirth, breastfeeding or related medical conditions); age; physical or mental disability; medical condition; military or veteran status; national origin or ancestry; citizenship status; genetic information; marital and partnership status; sexual orientation; gender identity or expression; credit history; unemployment; status as a victim of domestic violence, stalking or sex offenses; height; weight; arrest or conviction record; affiliation with a spouse or domestic partner falling within the protected categories of this policy;³ or any other characteristic protected by applicable state or federal laws. Without limitation, this policy governs conduct both in the workplace and at any other location where a Firm-sponsored event takes place.

Sexual or other unlawful harassment, whether committed by or against principals, senior executives, partners, venture partners, management, supervisors, fellow employees, temporary employees, and/or independent contractors is strictly prohibited. The Firm also will not tolerate sexual or other unlawful harassment committed by or against Firm investors, individuals at portfolio companies, entrepreneurs who may be seeking funding, clients, service providers, vendors, or suppliers.

Behavior of the kind described below is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings, and business-related social events.

Definition of Prohibited Conduct

Sexual Harassment: Sexual harassment means harassment based on someone's sex or gender and is prohibited under this policy. Unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or visual conduct of a sexual nature may constitute sexual harassment when:

- Submission to or rejection of such advances, requests, or conduct is made either explicitly or implicitly a term or condition of the individual's employment;
- Submission to or rejection of such advances, requests, or conduct is used either explicitly or implicitly as a basis for employment or compensation decisions affecting the individual; or

² CA employees should receive the following state anti-harassment pamphlet: <https://dfeh.ca.gov/wp-content/uploads/sites/32/2017/06/DFEH-185-ENG.pdf>. This should be distributed to all current CA employees (if not already provided), as well as subsequent CA new hires.

³ The highlighted characteristics are protected under the laws of some cities and/or states. Exceptions may apply. Firms should contact local counsel to see which protections are necessary for their jurisdiction.

- Such advances, requests, or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating, or sexually offensive work environment.

While it is difficult to define precisely what types of conduct might constitute sexual harassment, examples of prohibited behavior include, without limitation, unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic materials, sending sexually explicit email or voicemail, and other unwelcome verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, such conduct also can include sexual or offensive conversation or joking, commenting about an employee's or another individual's physical appearance, conversation about one's own or someone else's sex life, teasing, or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create a hostile work environment.

Sexual harassment includes harassment of women by men, of men by women, and same sex gender-based harassment.

Other Harassment: It also is difficult to define precisely what conduct constitutes "other harassment." However, prohibited conduct includes slurs or epithets, threats, derogatory comments, unwelcome jokes, teasing, touching, abusing, and other kinds of verbal or physical conduct that is based upon race; color; religion or creed; sex or gender (including pregnancy, childbirth, breastfeeding or related medical conditions); age; physical or mental disability; medical condition; military or veteran status; national origin or ancestry; citizenship status; genetic information; marital and partnership status; sexual orientation; gender identity or expression; credit history; unemployment; status as a victim of domestic violence, stalking or sex offenses; height; weight; arrest or conviction record; affiliation with a spouse or domestic partner falling within the protected categories of this policy;⁴ or any other characteristic protected by applicable state or federal laws.

Complaint Procedure & Investigation

If you believe that you have been subjected to sexual harassment, other unlawful harassment, or discrimination, or have witnessed or otherwise become aware of such an incident, and if you are comfortable doing so, you should consider making it clear to the offender that such behavior is offensive. You are not, however, required to confront the offender. In either instance, you should immediately report the incident to your immediate supervisor, Human Resources, Eva Ho or TX Zhuo ("Designated Reporting Representative"). Individuals should not feel obligated to speak with or otherwise confront the offender before bringing the matter to the attention of a Designated Reporting Representative.

For the Firm to be able to remedy alleged unlawful harassment, it is imperative that claims be brought promptly to the attention of Human Resources, Eva Ho or TX Zhuo. Failure to report

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claims of unlawful harassment hampers the Firm's ability to take necessary steps to remedy such situations. Principals, venture partners, partners, senior executives, managers and supervisors must report all instances or complaints of discrimination and harassment of which they become aware—even if they did not personally experience or observe the discrimination or harassment.

A complaint of alleged sexual or other harassment and discrimination will be addressed promptly, impartially, and thoroughly by qualified personnel. Once a complaint is received, the Firm will be responsible for investigating the complaint as it considers appropriate. An investigation may include interviews with the complainant, the alleged offender, and any other persons the Firm deems appropriate. Relevant documents may also be reviewed. Employees are required to cooperate in all investigations. The Firm will endeavor to maintain confidentiality to the extent practicable, but confidentiality cannot be guaranteed.

Policy violations will result in appropriate disciplinary action, which may include termination of employment.

Prohibition Against Retaliation

The Firm prohibits any form of retaliation against individuals who in good faith report allegations of unlawful harassment to a Designated Reporting Representative. Conversely, a report made in bad faith will subject the reporting individual to corrective action, up to and including termination.

Any form of retaliation in violation of this policy will result in disciplinary action, up to and including termination. Acts of retaliation should be reported immediately to a Designated Reporting Representative so that they may be properly investigated and addressed.

Additional Enforcement Information

Employees should also be aware that the federal Equal Employment Opportunity Commission (EEOC) and your state's employment agency investigate and prosecute complaints of harassment and discrimination in employment. You may contact the EEOC and your state's agency directly and file a complaint. Contact information is as follows:

EEOC –Los Angeles District Office

Roybal Federal Building

255 East Temple St., 4th Floor

Los Angeles, CA 90012

Website: www.eeoc.gov

Phone: 800-669-4000

1-800-669-6820 (TTY)

CERTIFICATION

I have read and understand the Firm's policy against Harassment and Discrimination.

Name:

Signature:

Date:

COMPLIANCE WITH LAWS, RULES, AND REGULATIONS

Acting ethically and obeying the law, both in letter and spirit, are among Fika Ventures' core values. We expect employees, advisors and consultants to understand the legal and regulatory requirements applicable to their area of responsibility, including federal, state, and foreign laws, as well as the relevant regulatory schemes. All employees are also expected to act with integrity and to exercise good judgment and common sense in their efforts to comply with all applicable laws, rules, and regulations and are encouraged to ask the General Partners, Eva Ho and TX Zhuo for advice when they are uncertain about them.

We also believe that every employee is responsible for becoming familiar with Fika Ventures' policies so that they may integrate them into every aspect of our business.

Fika Ventures considers violation of the law, company/firm policies, and this Code of Conduct to be a serious matter. Any violation may subject an employee to disciplinary action, up to and including termination. Additionally, those who work with us, including founders, contractors, consultants, volunteers, and their representatives (collectively, "third parties"), are expected to maintain professional conduct and follow all applicable laws and regulations.

Certain violations may be referred to legal authorities for investigation and civil or criminal prosecution. If you become aware of the violation of any law by Fika Ventures, whether by its officers, employees, or any third party doing business on behalf of Fika Ventures, it is your responsibility to promptly report the matter to the General Partners, Eva Ho and TX Zhuo. While Fika Ventures strives to address matters internally, nothing in this Code of Conduct should discourage you from reporting illegal activity, including any violation of the law whether federal, state, local, or foreign law, rule or regulation, to the appropriate regulatory authority. This Code of Conduct should not be construed to prohibit employees from testifying, participating, or otherwise assisting in any state or federal administrative, judicial or legislative proceeding or investigation.

ADDRESSING CONDUCT THAT IS HARMFUL TO OUR CULTURE AND VALUES

Fika Ventures respects the rights of all employees to express themselves. We believe that open dialogue and free expression of ideas is critical to our business. However, Fika Ventures will take all reasonable and appropriate steps to address situations where an employee's conduct or speech endangers the safety of others, violates others' rights to be free from harassment, discrimination, and retaliation, or otherwise conflicts with Fika Ventures' culture and values, up to and including termination of employment.

HONEST AND ETHICAL CONDUCT AND FAIR DEALING

Fika Ventures employees should endeavor to act honestly, ethically, and fairly in both internal and external dealings, including interactions with co-workers, limited partners, portfolio companies, service providers, and any other third parties with which Fika Ventures may conduct business. Statements regarding Fika Ventures' business must not be untrue, misleading, deceptive, or fraudulent. You must not take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or any other unfair dealing practice. Employees are also prohibited from creating or submitting false,

inaccurate, or misleading invoices, receipts, or other financial or business-related documents to Fika Ventures or related businesses.

UNACCEPTABLE BEHAVIOR

The rules set forth below are intended to provide employees with notice of what is expected of them. However, such rules cannot possibly identify every type of unacceptable conduct and performance. Therefore, employees should be aware that conduct not specifically listed below but which adversely affects or is otherwise detrimental to the interests of Fika Ventures, other employees, or customers, may also result in disciplinary action, up to and including immediate termination.

Employees may be disciplined for misconduct, including but not limited to the following:

- Insubordination
- Dishonesty
- Theft
- Misusing or destroying Fika Ventures property or the property of another on Fika Ventures premises
- Violating conflict of interest rules
- Disclosing or using confidential or proprietary information without authorization
- Falsifying or altering Fika Ventures records, including an application for employment or time records
- Interfering with the work performance of others
- Altercations
- Harassment, including sexually harassing employees, customers, and third parties
- Being under the influence of, manufacturing, dispensing, distributing, using, or possessing alcohol or illegal or controlled substances on Fika Ventures property or while conducting Fika Ventures business
- Sleeping on the job or leaving your work location/work site without authorization
- Violation of safety or health rules
- Possessing a firearm or other dangerous weapon or materials on Fika Ventures property or while conducting Fika Ventures business
- Being convicted of a crime that indicates unfitness for the job or raises a threat to the safety or well-being of the Company, its employees, customers, or property
- Gambling on Fika Ventures premises or while conducting Fika Ventures business
- Failure to call in or report for your scheduled shift of work. An absence of three (3) consecutive scheduled workdays without notifying your supervisor or his or her designee is job abandonment and is considered a voluntary resignation.

Fika Ventures reserves the right to proceed directly to a written warning, demotion, or termination for misconduct or performance deficiency, without resort to prior disciplinary steps, when Fika Ventures deems such action appropriate.

EMPLOYEE ACKNOWLEDGMENT

PLEASE SIGN AND RETURN TO EVA HO or TX ZHUO

I acknowledge that I have received and read a copy of Fika Ventures' Code of Conduct Policy. I understand that I am responsible for complying with the policy during my employment with Fika Ventures.

I HAVE CAREFULLY READ THIS ACKNOWLEDGEMENT.

Date: _____

Signature: _____

Printed Name: _____