

GH OS Bylaws

Article I: Name

The GH Ownership Squad shall be the official name of the Employee Stock Ownership Program Communications Committee of GH Advertising. It can also be referred to as GH OS or simply OS.

Article II: Purpose

The Ownership Squad's purpose is to serve as advocates, advisors, and communicators to help educate all employees within the company about the ESOP. The topic of education includes eligibility, vesting, allocation, and distribution. They shall also act as a liaison between the management team and the rest of the company.

Article III: Eligibility, Participation, Term Length & Chairperson

1. **Eligibility:** All full-time employees of GH Advertising who work 1,000 hours within the ESOP year shall be eligible to participate in the GS OS committee. The ESOP year begins on the 1st day and ends on the last day of each calendar year.
2. **Participation:** Participation in GH OS shall commence upon meeting the eligibility requirements and the employee's voluntary election to participate. It is valuable to obtain representation from management and employees across departments to provide diverse collaboration. Having at least one participant from each department is encouraged and appreciated for it enhances the success of GH OS and the agency. There shall be a minimum of 5 members and no more than 9 members on the committee.
3. **Enrollment:** At the start of each Plan year (January 1) and mid-way through (July 1), the OS committee will review the current participation to determine if there shall be any changes to the committee members. Current members may end their service or extend their terms of service. Additionally, if eligible employees have expressed a desire to serve, there will be opportunities to enroll them into the committee, select a mentor, and determine if any current members will end their service. The committee reserves the right to update current member at any time throughout the Plan year.
4. **Term Length:** GH OS committee members will serve a 2-year staggering term, allowing a 3-month overlap with new members. The staggering term provides an overlap that will give new members time for training and mentoring by the more senior OS members. Members have the option to serve additional time if desired, however a vote will be required with a majority approval from committee members.
5. **Chairperson:** The GH OS committee shall appoint a Chairperson from among the members to serve as Committee head, being the point person to hold committee members accountable for

duties and responsibilities and to report to the ESOP Plan Committee to get approvals, as needed.

Article IV: Meetings

1. **Frequency:** The GH OS Committee shall meet monthly or more frequently as necessary to fulfill its duties.
2. **Minutes:** Minutes of all meetings shall be kept and distributed to committee members via the GH OS Slack channel. They shall be maintained as permanent records of the committee.
3. **Voting:** Decisions regarding committee actions will be made by majority vote. The GH OS does not retain any voting rights related to the ESOP plan or administration of the plan.

Article V: Amendments

These bylaws may be amended by a majority vote of the GH OS Committee at any regular or special meeting.

Article VI: Adoption

These bylaws shall be adopted upon approval by a majority of the initial members of the GH OS Committee.

Article VII: Indemnification

GH OS committee members shall be indemnified by the company to the fullest extent permitted by law for actions taken in good faith within the scope of their duties of the committee.