

Awake Employment and Executive Service Agreement

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These documents are general templates, not legal advice. Before using any document for any real-world purpose, every party must have their own independent legal counsel review and approve it for their circumstances and applicable law. Do not sign, rely on, or otherwise use a document without that approval. No attorney-client relationship is created.

Specify services, compensation, authority and departure terms for employees and executives.

Reference edition. Complete all fields, choose every alternative, reconcile companions and remove drafting instructions before execution. The separate fill-in edition omits this publication introduction.

Commercial Terms

Employer and employee: [names and addresses]. Effective/start dates: [dates]. Work location: [location]. Role, reporting and delegated authority: [details]. Schedule and lawful classification: [details]. Cash pay, bonus, benefits and expense policy: [terms and attached plans]. Term/status: [at will where lawful / specified term]. Severance and conditions: [explicit terms or none]. Notice contacts: [contacts].

1. Service and authority

Employee performs the stated role and reasonable related duties within lawful instructions, available resources and the agreed reporting structure. Material role, work-location and compensation changes follow the agreed written process and mandatory law. Authority to hire, spend, sign, access data or represent Company must be specifically delegated. Outside activities and disclosed conflicts: [schedule]. No generic clause creates an unlawful restraint on other work.

2. Compensation and equity

Employer pays earned wages on the required schedule and administers bonus and benefits under identified terms and mandatory law. Any deferred compensation must be separately reviewed and documented. Equity promises identify the actual issuer and instrument; approvals and signed grant/purchase documents implement them. This agreement does not transfer shares, change vesting or create a new vested-equity forfeiture. Expense reimbursement follows lawful policy.

3. Intellectual property and protected activity

The signed PIIA governs confidentiality and assigned work, with background IP and nonassignable inventions recorded. Employee may report violations, cooperate with agencies, discuss legally protected

workplace matters and make protected disclosures. Company data and access use approved tools; Company remains responsible for its employment and privacy obligations.

4. Ending service

Either party may end service under the selected status and completed notice/term provisions, subject to mandatory law. Employer pays final earned compensation and applicable benefits when due regardless of any release. Severance, if any, states amounts, conditions, timing, benefits continuation and any separate release requirements. Define cause and any cure period expressly if those affect severance. Return Company property and provide a lawful transition; ownership departure is governed by separate equity instruments.

5. Continuing duties

Accrued pay, valid confidentiality/IP obligations, protected disclosures and agreed dispute provisions survive as applicable. No automatic release or restraint is inferred. Any arbitration selection needs a separately completed compliant agreement and cannot be inserted through an unsigned attachment.

General terms

Formal notices go to the contacts and delivery methods in the Commercial Terms. Governing law: [state and country]; dispute forum: [court and venue, or separately completed arbitration provision], subject to mandatory law. The parties will first meet in good faith within [days] after a dispute notice; this does not delay urgent relief or a filing deadline. This document and the signed schedules listed here constitute the agreement on this subject. Changes require a writing signed by the affected parties. A schedule overrides another document only by identifying the provision and the agreed replacement. No provision silently amends an existing equity, financing, or employment instrument. Severability applies to the extent lawful. Neither party may transfer this agreement without the other's written consent except to a successor acquiring the relevant business that assumes its obligations in writing, subject to any expressly agreed restrictions. Counterparts and electronic signatures are permitted.

Signatures

Party A: [full legal name]. Authorized signature: [signature]. Name and title: [name and title]. Date: [date].

Party B: [full legal name]. Authorized signature: [signature]. Name and title: [name and title]. Date: [date].

Signed schedules and implementing documents: [list, dates, and versions, or none].