

(Date)

Dear (Candidate Name),

I am pleased to offer you the role of (Job Title) with Activate Games with a proposed start date of (Date). This offer of employment is

[REDACTED]. Please review the following terms:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**Confidentiality Covenant:** By accepting this offer of employment, you and Activate recognize that due to the nature of your association with the Company and its affiliates, you will have access to and will acquire confidential and proprietary information relating to the business and operations of the Company and its affiliates (collectively “Confidential Information”), including, without limitation, (i) any and all trade secrets concerning the business and affairs of the Company, data, know-how, and ideas, past, current and planned, development, subscriptions lists, current and anticipated customer requirements, customer, circulation or subscription lists or information, advertiser lists or information, price lists, market studies, business plans, computer software and programs and any other information, however documented, of the Company that is a trade secret; (ii) any and all information concerning the business and affairs of the Company, however documented, including photos of internal equipment components and manuals; and (iii) any and all notes, compilations, studies, summaries, and other material prepared by or for the Company. You acknowledge that the Confidential Information is of central importance to the business of the Company and its affiliates and that disclosure of it or its use by others would cause substantial loss to the Company and its affiliates. During your employment and after the termination of employment, for any reason whatsoever, you shall keep the Confidential Information confidential and shall not disclose any Confidential Information to any person, firm or corporation, or use the same in any other way except in connection with and to promote the business of the Company, except as may be required by law. Provided, however, this prohibition shall not apply to any information which, through no improper action by you, is publicly available. Further, any and all data, written materials, records or documents made or obtained by you during your employment, concerning the business or affairs of the Company and its affiliates shall be the property of the Company, and will be promptly delivered by you to the Company upon your termination of employment for any reason.

[REDACTED]

(Candidate Name), please review the contents of this letter, and if acceptable, please sign the offer letter by (Offer Expiration Date).

We hope that you find the terms in this letter acceptable and look forward to working with you in this capacity. We are excited about you becoming part of our team and about the role you will play in achieving future success. Thank you!

Sincerely,

(Leader Name)  
(Leader Job Title)

## Offer Letter Acceptance

I have read and accept this offer of employment:

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(Candidate Name)

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(Today's Date)



# Employee Handbook

April  
2024

[illegible]

www.activate.ca     @activategames

## Privacy and Confidentiality

The company strives to protect and respect personal information of its customers, employees, and business partners in accordance with all applicable statutory requirements. All employees must abide by privacy practices while handling personal or confidential information.

This applies to all personal information in the company's care, custody, and control, as well as business information that employees become aware of in the course of their employment with Activate.

Personal information is any factual or subjective identifying information about an individual or group of individuals. This can include name, date of birth, address, income, e-mail address, social insurance number, gender, evaluations, and so forth.

Business information is confidential information related to a specific business that is not readily available to the public, such as names of executive officers, business registration numbers, proprietary information, financial status, photos of internal equipment components, and any manuals. Business information is treated and handled with the same level of confidentiality, privacy, and respect as personal information.

Under no circumstances will the company sell, distribute, or otherwise disclose personal information, including personal contact information or employee lists, to third parties, unless required to do so by law.

## Section 6: Acknowledgement & Agreement

### Acknowledgment & Agreement

I have received the current employee handbook and have read and understand the material covered. I have had an opportunity to ask questions about the contents in this handbook, and I understand that any future questions that I may have about the handbook, or its contents will be answered by leadership. I agree to and will comply with the processes, procedures and other guidelines set forth in the handbook. I understand that Activate reserves the right to change, modify or remove any or all of the processes, benefits, rules, and regulations contained or described in the handbook as it deems appropriate at any time, with or without notice. I acknowledge that neither the handbook nor its contents are an express or implied contract regarding my employment.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee Name (Printed) \_\_\_\_\_