Work for a winning team

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Company Briefing
Values | Policies | Structure | Roles | Renumeration | Learning

Version 2022-08-20

Classification: Public

Briefing Content

1. Company values
2. Company policies
3. Company structure
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5. Renumeration & Benefits
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1. Our Values

- We are **honest** to our customer and prospects - honesty always wins in the long run

- We **protect** our clients' data and information as if it was our own

- We assume **good intent** unless proven otherwise

- We treat everyone in our team and our clients with **respect**, regardless of their gender, sex orientation, faith, race or political views

- We are proactive, taking the **initiative**: asking for forgiveness later rather than prior permission

* Any initiative or action undertaken must not violate company policy, legislation or regulation.

2. Company policies

Company policies

Supporting corporate social and tax responsibility, sustainability, environment, human and employment rights

- **Honesty and transparency** - All our processes, procedures, and ways of working are designed to provide services and products with honesty and transparency, applying to interactions with clients, suppliers, all 3rd parties and internally

- **Human rights and equality** - We do not directly or indirectly supply services to, or procure services/products from a business and a government that fails to uphold fundamental human rights; manufactures or transfers indiscriminate weapons, torture equipment or other equipment that is used in the violation of human rights; advocates discrimination and incitement to hatred

- **Fair business** – We do not engage in tax avoidance schemes and do nothing in our tax affairs that runs contrary to either the letter or spirit of tax legislation in the countries we operate in

- **Environment and sustainability** – Whenever possible and financially viable, we follow the most inclusive recycling regimes, use natural products and services, minimise waste by reusing, insulating our buildings and harnessing solar or wind energy. We aim to reduce our carbon footprint, especially from travel, facilities, and computing resources

- **Ethical Workplace** - We pay and treat people who work for us, in equivalent roles, equally

3. Company structure
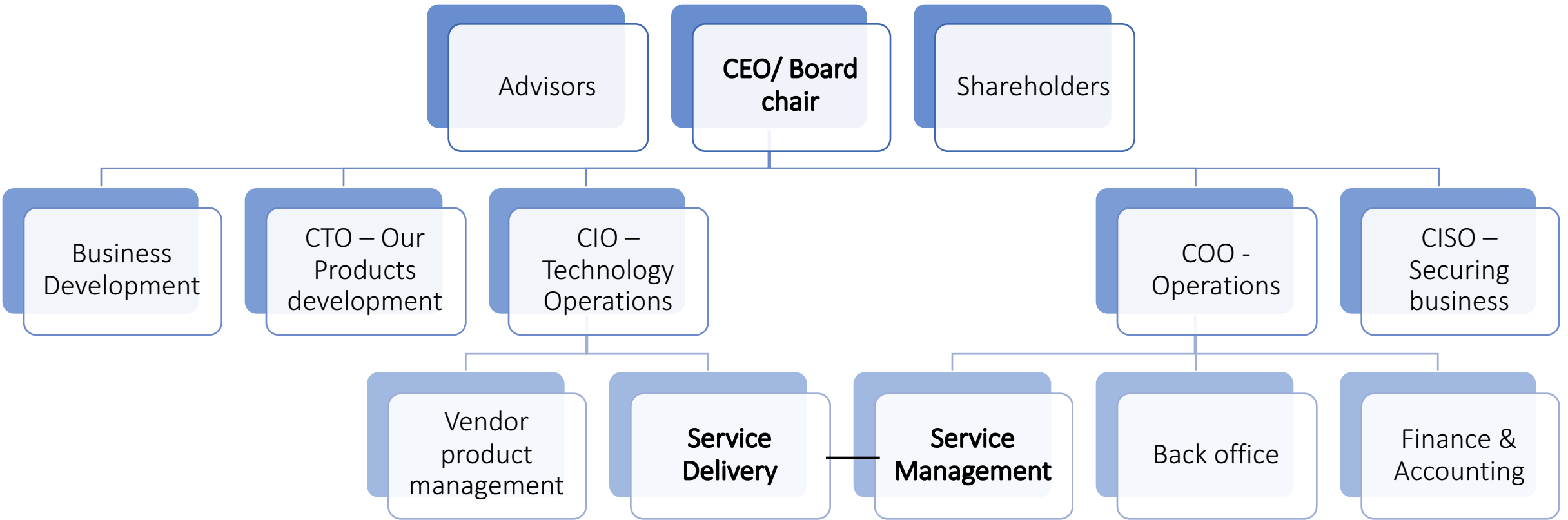
Company structure

Company structure enables us to be agile and increase the value over time

UK registered company

- Foresight Cyber Ltd
- Employee options' pool
- Holds all intellectual property and trademarks
- Holds contracts with customers and suppliers

CZ registered company

- Foresight Cyber s.r.o.
- Wholly owned by the UK company
- A service company
- CZ Employee contracts
- Contracts with CZ and some EU clients

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4. Company roles and job specifications

Roles in our company

Clean structure that promotes transparency in our teams and towards our clients

Levels	Example role names	Responsibility & Notes
Director, CxO	CTO, CEO, CFO, CIO, COO	Overall accountability for company performance and legality of processes
Head of / Principal	Head of Service Delivery Head of Technology Operations Principal Consultant	Accountable for given process(es) in the company Only one head / principal per process
Lead / Expert	Lead Consultant Lead Manager Expert	Responsibility over delivery of complex processes or large projects
Senior	Senior Consultant, Product Manager, Senior Manager, Senior Analyst, Senior Project Manager	Responsibility over delivery of processes, projects
Junior	Junior Consultant Junior Analyst, Junior Cyber Support, Junior Sales, Junior Project Support	Support delivering part of services or projects
Apprentice	Apprentice, Trainee	Managed and / or guided by senior staff

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Role requirements and qualifying criteria

Role level	Years experience	Qualification	SFIA target level [1]
Director, CxO	5 years	Relevant university degree or additional 5 years of relevant experience	7
Head of / Principal	5 years	Relevant degree or additional 2 years of relevant experience	6
Lead / Expert	3 years	Professional certifications relevant to the role	5
Senior	2 years	Professional certifications relevant to the role	4
Junior	None	--	2-3
Apprentice	None	--	1

[1] https://sfia-online.org/en/about-sfia/how-sfia-works

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Chief Technology Officer

- Accountable for Foresight Cyber products development
- Manages product and development team
- Assumes the role of the Chief Product Officer for Foresight Cyber products

- Close cooperation with Service Development, Sales and IT teams
- Responsible for security of all systems in the development environment

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Chief Information Officer

- Accountable for running of all IT systems
- Accountable to run technology services needed to provide services to clients
- Product Management for vendors used both internally and in delivery of services to clients

- Service delivery to clients, working closely with Service Management team
- Close cooperation with Service Development, Sales and Product Development
- Responsible for security of all technology; reports status of security to CISO

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Chief Operating Officer

- Accountability for all non IT related aspects of running Foresight Cyber, such as Finance, Accounting, Personnel, Company assets
- Assumes the role of the Deputy CEO

- Service Management, working closely with CIO's Service Delivery
- Responsible for producing management reports for the executive management and the board

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Auxiliary role: Product Owner – sits in CIOs team

Keeping abreast of developments in their assigned product

- Expert in the product
- Monitoring product releases and roadmaps
- Attending product demos and roadmaps organised by the vendor or channel

- Analysing product changes in the context of internal processes, internal training, clients' services
- Understands both what products does and how we manage it
- Organising demos and explaining sessions with clients and prospects

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5. Renumeration and Benefits

- ✓ We are a competitive employer attracting top talent
- ✓ Same pay for same role with same experience
- ✓ We are a fair employer paying above living wage in countries of operations
- ✓ We offer our employees financial and other benefits
- ✓ No limits on annual salary increases

Renumeration & Benefits

Role level	Pension contribution [2]	Car	Share Options	Bonus coefficient [2]	Vacation [1]
Director, CxO	Up to 10%	£500	Yes	30%	Standard + 10 days
Head of / Principal	Up to 8%	£300	Yes	20%	Standard + 10 days
Lead / Expert	Up to 5%	£250 [3]	Yes	15%	Standard + 7 days
Senior	Up to 5%	£250 [3]	No	10%	Standard + 5 days
Junior	As per legislation	No	No	5%	Standard + 3 days
Apprentice	As per legislation	No	No	N/A	Standard

[1] In effect from January 2021, + 3 full paid sick days for all roles except apprentices, 1 additional day for every year at Foresight Cyber above first 3 years
[2] Based on gross annual salary in past 12 months. Bonus is discretionary and subject to directors' approval
3 Company car (no cash allowance)
* Additional benefits are at sole discretion of the company directors

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Overview of available benefits

Some benefits are subject to tax deductions, as per local country legislation

- Paid time off (PTO) such as sick days, birthdays, child's birth, and additional vacation days based on role and the employment length at the company

- Health (where allowed) & Life insurance

- Vision tests

- Pension *(company contribution varies by a role)*

- Food support / tickets

- Company Car or Car Allowance *(company contribution varies by a role)*

- Company phone and data / call plan

- Child birth bonus

- Tuition reimbursement (T&C apply)

- Childcare benefits (subject to government regulations)

- Gym membership reimbursement

- Commuting / travel assistance

- Working from home policy and home office equipment provided

- Workplace perks such as recreational activities, food and coffee, and flexible work schedules

- Training and certification budget for a team and each individual

Employee Bonus

Discretionary annual bonus to employees

Annual bonus = Role coefficient * Gross annual salary * Company results coefficient * Personal achievement coefficient

- **Role coefficient** - most roles has assigned %. This is typically between 5 and 30%

- **Company results coefficient** – set by company directors at their full discretion. Value typically between 0 and 2 and is influenced by financial results, financial planning, customer growth, customer satisfaction and overall company strategy. The company goals are typically set in January each year.

- **Personal achievement coefficient** – set by employee manager and approved by company directors. Value typically between 0 and 1.5 and is influenced by several factors such as learning and self-development, customer feedback, team feedback, effectiveness, quality and on-time in delivering agreed results:
  - 0-0.5 – grossly unsatisfactory performance
  - 0.5 -0.9 – unsatisfactory performance
  - 1 – performance as expected from the role
  - 1.5 – exceptional overachiever, team player, bringing new ideas and driving improvements

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Share options

Discretionary share options to intensify employees to the company future

- Share options – vesting according to company share option policy, typically triggered by major ownership change, e.g. Foresight Cyber acquired.

- Total Share options pool size: 260,000 representing 10% of the company shares

- Employee shares pool: 150,000

- Share options do not have any current value, only perceived value when a company is sold, and options become actual shares.

- Share options are awarded by Management Director

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6. Foresight Cyber Experience Points

Foresight Cyber Experience Points

Your learning never stops whilst with Foresight Cyber – XP Points reward you for your learning and sharing effort

Collect XP Points:

Podcasts (listening, reading), read relevant book or a blog post, attend a training course, gain certification, share what you learned with the team, write a blog post, create a video, …

*Record XP Points in Foresight Cyber XP Points Tracker**

Spend XP Points:

- Convert points to eligible benefits, gift voucher, etc.
- 10 XP points are equivalent to 1 GBP voucher
- Minimum voucher is at 50 GBP
- Maximum points earned without spending is 10.000 XP (unless given manager's discretion)

Collecting enough XP points benefits your career at Foresight Cyber

XP Points Tracker is in development

Collect Foresight Cyber Experience Points

Discuss with your manager your plan to collect the XP points

Activity	XP Points	Minimum p.a.
Read / Listen Podcast or a Blog post	5	500
Read a book	50	50
Publish an article	30	-
Attend training course[1]	25	50
Gain a certification	50	50
Share learning with the team	40	200
Public speaking	100	-
Share learning with a client / prospect virtual or in person	50	-

[1] Correct number of points are decided at manager's discretion

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