

TRUEMEETING, INC.

TERMS AND CONDITIONS OF USE AND PRIVACY POLICY

Effective date: June 13, 2021

Welcome to www.commonground-ai.com (the “Site”), owned and operated by TrueMeeting, Inc. (“TrueMeeting,” “we,” or “us”). By using this Site, you agree to these terms and conditions of use (the “Terms”); if you do not agree, you may not use the Site. TrueMeeting may modify the Site and/or these Terms from time to time without notice to you, except that if TrueMeeting makes material changes to these Terms, we will post the revised Terms and the revised effective date on this Site and/or provide notice by some other means. By using the Site following any modifications to the Terms, you agree to be bound by the modified Terms. The Terms do not govern use of any of TrueMeeting’s services, which are subject to a separate services agreement to be signed between any user of the services and TrueMeeting.

- 1. Use of the Site.** You must be at least 16 years old to use our Site. We do not knowingly collect or solicit personally identifiable information from individuals under 16. If you are under 16, please do not attempt to use the Site or send any personal information about yourself to us. If we learn we have collected personal information from an individual under 16, we will delete that information as quickly as possible. You will comply with all applicable laws, rules and regulations in connection with your use of the Site. You will not violate or attempt to violate the security of the Site or TrueMeeting’s systems or network security, including, without limitation by (i) accessing data not intended for users of the Site or gaining unauthorized access to an account, server or any other computer system; (ii) attempting to probe, scan or test the vulnerability of a system or network or to breach security or authentication measures; (iii) attempting to interfere with the function of the Site, host or network. You may not “crawl,” “scrape,” or “spider” any portion of the Site (through use of manual or automated means).
- 2. Information Not Confidential.** If you choose to contact any TrueMeeting personnel using the contact information you find on the Site, you understand any information and/or materials you provide to such personnel will not be treated as confidential or proprietary. TrueMeeting undertakes no obligation to review information submitted by you, or to return such information to you.
- 3. TrueMeeting Proprietary Rights.** The Site, including all of its contents (including, text, images, audio, and the HTML used to generate the pages) (“Content”), are the property of TrueMeeting or that of our suppliers or licensors and are protected trademark, copyright, and/or other intellectual property laws. You may not download, copy, print, display, perform, reproduce, publish, modify, prepare derivative works from, license, transmit, or distribute any Content from this Site in whole or in part, for any public or commercial purpose without prior written consent from TrueMeeting. TrueMeeting grants you a limited, personal, non-exclusive, non-transferable license to access the Site, and to use the Content, solely for personal, internal and non-commercial purposes. TrueMeeting (on behalf of itself and its suppliers and licensors) reserves all rights not expressly granted herein.

Without limiting the foregoing, as between you and TrueMeeting, TrueMeeting is the owner and/or authorized user of any trademark, registered trademark, logo, and/or service mark appearing on the Site (the “Marks”). Nothing on the Site should be construed to grant any license or right to use any TrueMeeting Mark. You may not use or exploit any Marks without prior written consent from TrueMeeting.

4. **Privacy Policy.**

The Site may contain features that permit you to provide us with the following information (“Personal Information”):

- First and last name
- Email address
- Company name
- Company address
- Phone number
- Linked address
- Resume

TrueMeeting will also collect information during your visit to the Site through automatic data collection tools (together with Personal Information, “Personal Data”), including:

- IP address
- Device identifiers and information
- Web browser information
- Page view statistics
- Browsing history
- Usage information
- Log data (e.g. access times, hardware and software information)
- Cookies and certain other tracking technologies (e.g., web beacons, pixel tags, SDKs, etc.) – for additional information about cookies, see below

Our Commercial or Business Purposes for Collecting Personal Data

- **Providing, Customizing and Improving the Site and TrueMeeting’s products and services**
 - Improving our products and services, including testing, research, internal analytics and product development.
 - Doing fraud protection, security and debugging.
 - Carrying out other business purposes stated when collecting your Personal Data or as otherwise set forth in applicable data privacy laws, such as the California Consumer Privacy Act (the “CCPA”).
- **Marketing TrueMeeting’s products and services**
 - Marketing and selling our products and services.
- **Corresponding with You**
 - Responding to correspondence that we receive from you, contacting you when necessary or requested, and sending you information about TrueMeeting or our products and services.
 - Sending emails and other communications according to your preferences or that display content that we think will interest you.

How We Share Your Personal Data

We disclose your Personal Data to the third parties and for the purposes or under the conditions described in this section:

Service Providers

- **Service Providers.** These parties help us perform business functions on our behalf. They include:
 - Hosting, technology and communication providers.
 - Security and fraud prevention consultants.
 - Support and customer service vendors.
- **Advertising Partners.** These parties help us market our services and provide you with other offers that may be of interest to you. They include:
 - Ad networks.
 - Data brokers.
 - Marketing providers.
- **Analytics Partners.** These parties provide analytics on web traffic or usage of the Site. They include:
 - Companies that track how users found or were referred to the Site.
 - Companies that track how users interact with the Site.

Legal Obligations

We may share any Personal Data that we collect with third parties in conjunction with any of the following activities:

- Fulfilling our legal obligations under applicable law, regulation, court order or other legal process, such as preventing, detecting and investigating security incidents and potentially illegal or prohibited activities.
- Protecting the rights, property or safety of you, Karat or another party.
- Enforcing any agreements with you.
- Responding to claims that any posting or other content violates third-party rights.
- Resolving disputes.

Business Transfers

All of your Personal Data that we collect may be transferred to a third party if we undergo a merger, acquisition, bankruptcy or other transaction in which that third party assumes control of our business (in whole or in part). Should one of these events occur, we will make reasonable efforts to notify you before your information becomes subject to different privacy and security policies and practices.

Data that is Not Personal Data

TrueMeeting may freely use information or data that is not Personal Data for its business purposes, and may disclose such information, in a form that does not personally identify you, to any other person or entity. We may share statistical or aggregated non-personal information about our users with advertisers, business partners, sponsors and other third parties. This data is used to customize TrueMeeting website content and advertising to deliver a better experience to our users. TrueMeeting may occasionally send you marketing information like updates on promotions and events relating to products and services offered by us where we have assessed that it is beneficial to you as a customer and in TrueMeeting' interests; if you do not want to receive further emails from us, please click the "unsubscribe" link in any such message.

5. **Additional Information about Cookies.**

The Site use cookies and similar technologies such as pixel tags, web beacons, clear GIFs, and JavaScript (collectively, “Cookies”) to enable our servers to recognize your web browser and tell us how and when you visit and use our Site, to analyze trends, learn about our user base and operate and improve our Site. Cookies are small files – usually consisting of letters and numbers – placed on your computer, tablet, phone, or similar device when you use that device to visit our Site. We sometimes combine information collected through Cookies that is not Personal Data with Personal Data that we have about you, for example, to tell us who you are or whether you have an account with us. We may also supplement the information we collect from you with information received from third parties.

Cookies can either be “session Cookies” or “persistent Cookies”. Session Cookies are temporary Cookies that are stored on your device while you are visiting or using our Site, whereas “persistent Cookies” are stored on your device for a period of time after you leave our Site. The length of time a persistent Cookie stays on your device varies from Cookie to Cookie. We use persistent Cookies to store your preferences so that they are available for the next visit, and to keep a more accurate account of how often you visit our Site, how often you return, how your use of the Site may vary over time. We also use persistent Cookies to measure the effectiveness of advertising efforts. Through these Cookies, we may collect information about your online activity after you leave our Site. Your browser may offer you a “Do Not Track” or “DNT” option, which allows you to signal to operators of websites, and web applications, and services that you do not wish such operators to track certain of your online activities over time and across different websites. Because we collect browsing and persistent identifier data, the Site does not support Do Not Track requests at this time, which means that we may collect information about your online activity both while you are using the Site and after you leave our properties.

Some Cookies are placed by a third party on your device and may provide information to us and third parties about your browsing habits (such as your visits to our Site, the pages you have visited and the links and advertisements you have clicked). These Cookies can be used to determine whether certain third party services are being used, to identify your interests, to retarget advertisements to you and to serve advertisements to you that we or others believe are relevant to you. We do not control third party Cookies.

We use the following types of Cookies:

(a) **Essential Cookies.** Essential Cookies are required for providing you with features or services that you have requested. Disabling these Cookies may make certain features and services unavailable.

(b) **Functional Cookies.** Functional Cookies are used to record your choices and settings regarding our Site, maintain your preferences over time and recognize you when you return to our Site. These Cookies help us to personalize our content for you, greet you by name, and remember your preferences (for example, your choice of language or region).

(c) **Performance/Analytical Cookies.** Performance/Analytical Cookies allow us to understand how visitors use our Site such as by collecting information about the number of visitors to the Site, what pages visitors view on our Site and how long visitors are viewing pages on the Site. Performance/Analytical Cookies also help us measure the performance of our advertising campaigns in order to help us improve our campaigns and the Site’s content for those who engage with our advertising. For example, Google, Inc. (“Google”) uses cookies in connection with its

Google Analytics services. Google's ability to use and share information collected by Google Analytics about your visits to the Site is subject to the Google Analytics Terms of Use and the Google Privacy Policy. You have the option to opt out of Google's use of cookies by visiting the Google advertising opt-out page at www.google.com/privacy_ads.html or the Google Analytics Opt-out Browser Add-on at <https://tools.google.com/dlpage/gaoptout/>.

(d) Retargeting/Advertising Cookies. Retargeting/Advertising Cookies collect data about your online activity and identify your interests so that we can provide advertising that we believe is relevant to you. For more information about this, please see the section below titled "Additional information about Interest-Based Advertisements."

You can decide whether or not to accept Cookies. One way you can do this is through your internet browser's settings. Most browsers have an option for turning off the Cookie feature, which will prevent your browser from accepting new Cookies, as well as (depending on the sophistication of your browser software) allow you to decide on acceptance of each new Cookie in a variety of ways. You can also delete all Cookies that are already on your computer. If you do this, however, you may have to manually adjust some preferences every time you visit a site and some functionalities may not work.

To explore what Cookie setting are available to you, look in the "preferences" or "options" section of your browser's menu. To find out more information about Cookies, including information about how to manage and delete Cookies, please visit <https://ico.org.uk/for-the-public/online/cookies/> or <http://www.allaboutcookies.org/>.

Additional Information about Interest-Based Advertisements:

(a) We may serve advertisements, and also allow third party ad networks, including third party ad servers, ad agencies, ad technology vendors and research firms, to serve advertisements through the Site. These advertisements may be targeted to users who fit certain general profile categories or display certain preferences or behaviors ("Interest-Based Ads"). Information for Internet-Based Ads (including Personal Data) may be provided to us by you, or derived from the usage patterns of particular users on the Site and/or services of Third Parties. Such information may be gathered through tracking users' activities across time and unaffiliated properties. To accomplish this, we or our service providers may deliver Cookies, including a file (known as a "web beacon") from an ad network to you through the Site. Web beacons allow ad networks to provide anonymized, aggregated auditing, research and reporting for us and for advertisers. Web beacons also enable ad networks to serve targeted advertisements to you when you visit other websites. Web beacons allow ad networks to view, edit or set their own Cookies on your browser, just as if you had requested a web page from their site.

(b) We comply with the Digital Advertising Alliance ("DAA") Self-Regulatory Principles for Online Behavioral Advertising. Through the DAA and Network Advertising Initiative ("NAI"), several media and marketing associations have developed an industry self-regulatory program to give consumers a better understanding of and greater control over ads that are customized based on their online behavior across different websites. To make choices about Interest-Based Ads from participating third parties, including to opt out of receiving behaviorally targeted advertisements from participating organizations, please visit the DAA's or NAI's consumer opt out pages, which are located at <http://www.networkadvertising.org/choices/> or www.aboutads.info/choices. Users in the European Union should visit the European Interactive Digital Advertising Alliance's user information website <http://www.youronlinechoices.eu/>.

6. **Links from and to the Site.** The Site may contain links to third party websites (“Third Party Sites”). Third Party Sites are not reviewed, controlled or examined by TrueMeeting in any way and TrueMeeting is not responsible for any content contained therein. These links do not imply TrueMeeting’s endorsement of or association with any Third Party Site. TrueMeeting is not liable, directly or indirectly, to anyone for any loss or damage arising from or in connection with use of the Third Party Sites.
7. **Disclaimer of Warranties.** THE SITE, INCLUDING, WITHOUT LIMITATION, ALL CONTENT AND FUNCTIONALITY THEREOF, IS PROVIDED “AS IS,” WITHOUT WARRANTY OF ANY KIND, INCLUDING, WITHOUT LIMITATION, ANY WARRANTIES OF AVAILABILITY, ACCURACY, COMPLETENESS, USEFULNESS, TITLE, NON-INFRINGEMENT, MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, AND TRUEMEETING (ON BEHALF OF ITSELF AND ITS SUPPLIERS AND LICENSORS) HEREBY DISCLAIMS ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED. NO ADVICE, RESULTS, INFORMATION OR MATERIALS, WHETHER ORAL OR WRITTEN, OBTAINED BY YOU THROUGH THE SITE WILL CREATE ANY WARRANTY NOT EXPRESSLY MADE HEREIN.
8. **Limitation of Liability.** TO THE GREATEST EXTENT PERMITTED UNDER APPLICABLE LAW, IN NO EVENT WILL TRUEMEETING, ITS AFFILIATES (INCLUDING AFFILIATED FUNDS) OR ANY OF ITS OR THEIR RESPECTIVE DIRECTORS, OFFICERS, EMPLOYEES, AGENTS, SUPPLIERS OR LICENSORS (THE “TRUEMEETING PARTIES”), BE LIABLE FOR ANY INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL, EXEMPLARY OR PUNITIVE DAMAGES ARISING FROM OR IN CONNECTION WITH THE USE OF, OR THE INABILITY TO USE, THE SITE OR THE CONTENT, EVEN IF ANY TRUEMEETING PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. SOME JURISDICTIONS DO NOT ALLOW THE LIMITATION OR EXCLUSION OF LIABILITY SO SOME OF THE ABOVE LIMITATIONS MAY NOT APPLY TO YOU. IN NO EVENT WILL THE TOTAL LIABILITY OF ANY TRUEMEETING PARTY TO YOU FOR ALL DAMAGES, LOSSES, AND CAUSES OF ACTION (WHETHER IN CONTRACT OR TORT, INCLUDING, BUT NOT LIMITED TO, NEGLIGENCE OR OTHERWISE) ARISING FROM OR RELATED TO THE TERMS, THE CONTENT, AND/OR YOUR USE OF THE SITE, EXCEED, IN THE AGGREGATE, \$100.00.
9. **General Information.** These Terms are governed by the laws of the State of California, without regard to the conflicts of laws provisions thereof. In the event of any dispute arising in connection with these Terms, you hereby consent to exclusive jurisdiction and venue in the state and federal courts of San Francisco County, California. The failure of TrueMeeting to exercise or enforce any right or provision of these Terms does not constitute a waiver of such right or provision. If any provision of these Terms is found by a court of competent jurisdiction to be invalid, that provision will be limited or eliminated, to the minimum extent necessary, so that these Terms shall otherwise remain in full force and effect and enforceable. You may not assign these Terms or transfer any of your rights or obligations hereunder without TrueMeeting’s express written consent. These Terms inure to the benefit of TrueMeeting’s successors, assigns and licensees. These Terms are the entire agreement between you and TrueMeeting with respect to the subject matter herein.