



### M&A Schedule of Events

| Date    | Time | Event   | Responsible Party | Associated Files   |
|---------|------|---|-------------------|--|
| Day 1   |      | Press release issued re: Signed Definitive Agreement      |                   | Press release  |
| Day 1   |      | Letters to employees sent out along with Press Release    |                   | Press release, CEO letters   |
| Day 1   |      | Parent company website update                             |                   | News release   |
| Day 1   |      | Acquirer website update                                   |                   | Press release  |
| Day 1   |      | Acquiree website update                                   |                   | Logo, parent company references, message from CEO                                      |
| Day 1   |      | Acquiree intranet update                                  |                   | Letters to employees, Press release, FAQ, Town Hall briefing, Benefits briefing slides |
| Day 1   |      | Acquirer intranet update                                  |                   | Letters to employees, Press release, FAQ, Town Hall briefing, Benefits briefing slides |
| Day 2   |      | Investor conference call                                  |                   |  |
| Day 3   |      | Town Hall Meeting with Acquiree employees                 |                   |  |
| Day 3   |      | Teleconference connection                                 |                   |  |
| Day 3   |      | Benefits Meeting with Acquiree employees                  |                   |  |
| Day 3-4 |      | One-on-one HR meetings                                    |                   |  |
| Day 10  |      | <b>Press release issued re: Completion of acquisition</b> |                   |  |