

# HELIOPEN, INC.

## CORPORATE GOVERNANCE GUIDELINES

**Adopted by the Board of Directors: March 10, 2022**  
**Effective: March 10, 2022**

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### PURPOSE

Heliopen, Inc. (the “**Company**”) has established the following guidelines for the conduct and operation of its Board of Directors (the “**Board**”). These guidelines are designed to give directors a flexible framework for effectively pursuing the Company’s objectives for the benefit of its stockholders. These guidelines should be interpreted in the context of all applicable laws, the Company’s charter documents, and the Company’s other policies.

### BOARD COMPOSITION AND SELECTION

#### Size of the Board

The Board will establish the number of directors in accordance with the certificate of incorporation and bylaws of the Company. The Board will periodically review the appropriate Board size, which may vary to accommodate the availability of suitable candidates and the Company’s needs.

#### Independence of Directors

The Board will have a majority of independent directors, subject to any exceptions permitted by the applicable listing standards of the New York Stock Exchange (the “**Exchange**”). To determine independence, the Board will consider the definition of independence in the applicable listing standards and other factors that will contribute to effective oversight and decision-making.

At times required by the rules of the Securities and Exchange Commission (the “**SEC**”) or listing standards of the Exchange and based on information provided by the Board and advice of counsel, the Board or its Nominating and Corporate Governance Committee (the “**Nominating Committee**”) will make affirmative determinations of director independence. Directors may be asked from time to time to leave a Board meeting when the Board is considering a transaction in which the director (or another organization with which the director is affiliated) has a financial or other interest. The Audit Committee shall review and approve any proposed related party transactions in compliance with the Company’s policies and Exchange rules.

#### Management Directors

The Board anticipates that the Chief Executive Officer will serve on the Board. Other members of management who can assist the Board in fulfilling its responsibilities based on their experience and role at the Company may serve on the Board.

#### Board Leadership

The Board will select the Company’s Chief Executive Officer and chairperson of the Board (the “**Chairperson**”) in the manner that it determines to be in the best interests of the Company’s stockholders and, where applicable, in accordance with Company’s stockholder agreements. The Company does not

believe there should be a fixed rule regarding the positions of Chief Executive Officer and Chairperson being held by different individuals, or whether the Chairperson should be an employee of the Company or should be elected from among the non-employee directors. The needs of the Company and the individuals available to assume these roles may require different outcomes at different times, and the Board believes that retaining flexibility in these decisions is in the best interests of the Company. The Nominating Committee will periodically review this matter and make recommendations to the Board.

In the event that the Company does not have an independent chairperson of the Board, the independent directors may designate a lead independent director. The name of the Chairperson or lead independent director will be listed in the Company's proxy statement. The lead independent director's duties shall include: (i) presiding at all meetings of the Board at which the Chairperson is not present, including executive sessions of the independent directors; (ii) acting as liaison between the independent directors and the Chief Executive Officer and the Chairperson; (iii) presiding over meetings of the independent directors; (iv) consulting with the Chairperson in planning and setting schedules and agendas for Board meetings; (v) convening meetings of the independent directors as appropriate and (vi) performing such other functions as the Board may delegate.

### **Selection of Directors**

The Board will be responsible for nominating members for election to the Board by the Company's stockholders. The Board is also responsible for filling any vacancies on the Board as provided in the Company's charter documents. The Nominating Committee is responsible for identifying, reviewing, evaluating and recommending candidates to serve as directors of the Company, in accordance with its charter and consistent with the criteria listed below.

### **Stockholder Recommendations of Director Nominees**

The Nominating Committee will consider director candidates recommended by the Company's stockholders. The Nominating Committee does not intend to alter the manner in which it evaluates a candidate for nomination to the Board based on whether or not the candidate was recommended by a Company stockholder.

For nominations of potential candidates made other than by the Board, the stockholder or other person making such nomination must comply with the bylaws of the Company, including without limitation, submission of the information or other materials required with respect to proposed nominees. Each potential candidate must provide a list of references and agree (i) to be interviewed by members of the Nominating Committee or other directors in the discretion of the Nominating Committee, and (ii) to a background check or other review of the qualifications of a proposed nominee by the Company. Prior to nomination of any potential candidate by the Board, each member of the Board will have an opportunity to meet with the candidate. Upon request, any candidate nominated will agree in writing to comply with these Corporate Governance Guidelines and all other policies and procedures of the Company applicable to the Board.

### **Board Membership Criteria**

The Board will determine the appropriate characteristics, skills, and experience for the Board as a whole and for its individual members. The Board considers recommendations for nominees from the Nominating Committee. The Board will consider the minimum general criteria below, and may add any specific additional criteria with respect to specific searches, in selecting candidates and existing directors for serving on the Board. An acceptable candidate may not fully satisfy all of the criteria, but is expected to satisfy nearly all of them. The Board believes that candidates for director should have certain minimum

qualifications, including the highest personal integrity and ethics, the ability to read and understand basic financial statements, the ability to understand the industry of the Company and being older than 21.

In considering candidates recommended by the Nominating Committee, the Board intends to consider other factors, such as: (i) possessing relevant expertise upon which to be able to offer advice and guidance to management; (ii) having sufficient time to devote to the affairs of the Company; (iii) demonstrating excellence in his or her field; (iv) having the ability to exercise sound business judgment; (v) experience as a board member or executive officer of another publicly held company; and (vi) having a diverse personal background, perspective and experience. The Company remains committed to having a Board comprised of members with diverse backgrounds and professional insights.

The Board reviews candidates for director nomination in the context of the current composition of the Board, the Company's operating requirements, and the long-term interests of the Company's stakeholders. In conducting this assessment, the Board considers diversity (including diversity of gender, ethnic background and country of origin), age, skills and other factors that it deems appropriate to maintain a balance of knowledge, experience, and capability on the Board. For incumbent directors, the Board reviews those directors' overall service to the Company during their term, including the number of meetings attended, level of participation, quality of performance, and any other relationships and transactions that might impair the directors' independence. A director's qualifications in light of these criteria are considered each time the director is re-nominated for Board membership. In the case of new director candidates, the Board also determines whether the nominee must be independent for purposes of the Exchange.

### **Changes in Board Membership Criteria**

The Board wishes to maintain members who can productively contribute to the success of the Company. From time to time, the Board, in its discretion, may change the criteria for Board membership. When this occurs, the Board will evaluate existing members according to the new criteria. The Board may ask a director who no longer meets the complete criteria for board membership to adjust his or her committee assignments or resign from the Board.

### **Board Succession Planning**

The Nominating Committee will develop and periodically review with the Board a plan with respect to board succession.

### **Term Limits**

The Board does not believe it should limit the number of terms for which an individual may serve as a director. Directors who have served on the Board for an extended period of time are able to provide continuity and valuable insight into the Company's operations and prospects because of their experience and understanding of the Company's history, policies, and objectives. The Board believes that it can ensure that it continues to evolve and adopt new ideas and viewpoints through the director nomination process in these guidelines. The director nomination process achieves what term limits seek to accomplish.

### **Limits on Board Memberships**

Directors should advise the Chairperson of the Nominating Committee before accepting an invitation to serve on the board of directors or committee of another company. The Board recognizes that a director's ability to fulfill his or her responsibilities as a director can be impaired if he or she serves on multiple other boards or board committees, taking into account factors such as meeting attendance, preparation, participation, and effectiveness. Service on boards and board committees of other companies

should be consistent with the Company's conflict-of-interest policies. Non-employee directors should generally serve on no more than three (3) other public company boards in addition to the Board and on no more than three (3) public company audit committees, without the approval of the Board. In addition, non-employee directors who are executive officers of other public companies should generally serve on no more than one other public company board, without the approval of the Board.

### **Directors Who Change Their Job Responsibility**

A director who retires or materially changes his or her present job or job responsibilities (other than an ordinary course promotion) should notify the Board and the Nominating Governance Committee. While the Board does not believe any director who retires or materially changes his or her present job should necessarily leave the Board, the Nominating Committee should have the opportunity to review his or her qualifications and confirm the material change to his or her present job.

### **ROLE OF THE BOARD OF DIRECTORS**

Stockholders select directors to provide oversight and strategic guidance to senior management. A director's responsibility is to fulfill his or her fiduciary duties of care and loyalty and to exercise his or her business judgment in the interests of the Company and its stakeholders. Board service requires significant time and attention. More specifically, the Board has responsibilities to review, approve, and monitor fundamental financial and business strategies and significant corporate actions, assess the Company's major risks, and consider ways to address and mitigate those risks, select and oversee management, and establish and oversee processes to maintain the Company's integrity. The Board shall consider emerging corporate governance trends that may affect the business operations, performance, and governance functions of the Company and develop with management a process for systematic review of corporate governance issues and trends in corporate governance practices that could potentially impact the Company and enhance the effectiveness of the Company.

To fulfill their duties, directors must prepare for meetings and discussions with management, participate in Board meetings, review relevant materials, and serve on committees. The Company expects directors to maintain an attitude of constructive involvement and oversight, ask relevant and incisive questions, and demand honest and accurate answers. Directors must act with integrity and demonstrate a commitment to the Company and the Company's values, business, and long-term stockholder value.

### **DIRECTOR ORIENTATION AND EDUCATION**

The Nominating Committee may implement an orientation process for directors that includes background material on the Company's policies and procedures, meetings with senior management, and visits to the Company's facilities. The Company may also offer continuing education programs to assist the directors in maintaining the level of expertise necessary to perform their duties.

Directors are encouraged to be involved in continuing director education on an ongoing basis to enable them to better perform their duties and to recognize and appropriately address issues that arise. Directors are encouraged to attend seminars, conferences and other continuing education programs designed especially for directors of public companies, including but not limited to, accredited director education programs.

### **DIRECTOR COMPENSATION**

The Compensation Committee of the Board of Directors will review and recommend to the Board the type and amount of director compensation for Board and committee service for non-management

directors in accordance with applicable legal and regulatory guidelines. Compensation for non-management directors and committee members should be designed to be aligned with the long-term interests of the stockholders and consistent with market practices of similarly situated companies. In determining compensation, the Board will consider the impact on the director's independence and objectivity.

## **BOARD MEETINGS**

### **Number of Meetings**

The Board will meet as often as it determines necessary, but will have at least four regular Board meetings each year.

### **Attendance and Preparation<sup>1</sup>**

The Company expects Board members to prepare for, attend and participate in all meetings of the Board and committees on which they serve. Directors should promptly notify the Company's Secretary in advance when they will be absent from a meeting. Directors are also encouraged to attend the Company's annual meeting of stockholders. The Company will provide directors with appropriate materials before each meeting, except in unusual or exigent circumstances.

### **Agenda**

The Chairperson or lead independent director, together with the Chief Executive Officer, will create a schedule of topics to be discussed during the year and an agenda for each Board meeting. Each Board member is encouraged to suggest topics for the agenda at any time, and each Board member is free to raise subjects that are not on the agenda.

### **Executive Session**

The independent non-management directors of the Board will meet at every Board meeting in executive session which will be no less than four times per year or whatever minimum has been set by applicable Exchange listing standards. Executive session discussions may include any topics decided by the attendees. The directors generally shall not take formal action at these sessions, but may make recommendations for consideration by the full Board. The lead independent director, if any, will preside over the executive sessions.

### **Committee Reports**

At each regular Board meeting, if requested by the Board, each committee will present a brief summary of the principal subjects discussed, any conclusions reached, and the final actions of the committee. The Chairperson of the appropriate committee will present the report. Minutes of committee meetings will be available to any director.

## **BOARD COMMITTEES**

### **Number of Committees; Independence of Members**

The Board will constitute and maintain an Audit Committee, a Compensation and Human Capital Committee ("Compensation Committee"), and a Nominating Committee. Only independent directors may

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<sup>1</sup> Item 407 of Reg S-K requires public disclosure of the names of any director who attends less than 75% of meetings.

serve on the Audit Committee, the Compensation Committee, and the Nominating Committee. The Board may form, merge, or dissolve additional committees, as it deems appropriate.

## **Committee Functions and Charters**

All standing committees will have a written charter that describes the committee's responsibilities. Unless otherwise directed by the Board, any new committee formed by the Board will develop a written charter delineating its responsibilities. Each committee will periodically review its charter and recommend any proposed charter changes to the Board.

## **Board Committee Membership**

The Nominating Committee oversees the Board's committee structure and operations, including authority to delegate to subcommittees and committees reporting to the Board. The Nominating Committee will annually recommend to the Board each committee's chairperson and membership. In making those recommendations, the Nominating Committee will consider the interests, independence, and experience of the directors and the independence and experience requirements of the Exchange, the rules and regulations of the SEC, and applicable law.

## **Committee Meetings and Agenda**

Each committee chairperson, in consultation with that committee's members, will determine the processes, frequency, length and agenda for each committee meeting and the appropriate attendees in light of that committee's charter, the authority delegated by the Board to that committee, and the legal, regulatory, accounting, and governance principles applicable to that committee's functions.

## **BOARD ACCESS TO MANAGEMENT; USE OF OUTSIDE ADVISORS**

Board members will have access to Company management, subject to such processes as deemed appropriate by the Nominating and Corporate Governance Committee. Board members are expected to use their judgment to ensure that this contact is not distracting to the Company's operations or to management's duties and responsibilities. Board members should copy the Chief Executive Officer on written communications to management whenever appropriate.

The Board and each committee will have the power to hire, at the expense of the Company, independent legal, financial, or other advisors that they may deem in good faith necessary, without consulting or obtaining the advanced approval of any officer.

## **CHIEF EXECUTIVE OFFICER EVALUATION**

The Board will annually review the Chief Executive Officer's performance. The Board will evaluate performance based on objective criteria, including how well the business achieves long-term strategic objectives and successfully develops management. The Compensation Committee and Board will use this evaluation when considering the compensation of the Chief Executive Officer.

## **MANAGEMENT SUCCESSION PLANNING**

The Compensation Committee should develop and periodically review with the Chief Executive Officer a plan with respect to executive officers' succession and consider appropriate individuals who might fill those positions. The Chief Executive Officer, who has the authority to hire and dismiss executive

officers of the Company, should also recommend and evaluate potential successors. The Chief Executive Officer will also review any development plans for those potential successors.

## **BOARD ASSESSMENT**

The Nominating Committee will periodically review, discuss, and assess the performance of the Board and the committees, the results of which will be discussed with the Board.

## **BOARD RESPONSIBILITIES**

A director should discharge his or her duties, including duties as a member of any committee on which he or she serves, in good faith and in a manner the director reasonably believes to be in the interests of the Company and its stakeholders. Board members will comply with the laws and requirements of the Exchange and other applicable regulatory agencies and with all policies and guidelines of the Company, including without limitation, the Company's Code of Conduct.

Each director is expected to disclose promptly to the Board and respond promptly and accurately to periodic questionnaires or other inquiries from the Company regarding any existing or proposed relationships with the Company, including compensation and stock ownership, which could affect the independence of the director. Each director will also promptly inform the Board of any material change in such information, to the extent not already known by the Board.

Board members are expected to devote sufficient time and attention to prepare for, attend, and participate in Board meetings and meetings of committees on which they serve, including advance review of meeting materials that may be circulated prior to each meeting

Directors have an obligation to protect and keep confidential all of the Company's non-public information unless the Company has authorized public disclosure or unless otherwise required by applicable law. Confidential information includes all non-public information entrusted to or obtained by a director by reason of his or her position on the Board. This includes information regarding the Company's strategy, business, finances, and operations, and will include minutes, reports, and materials of the Board and committees, and other documents identified as confidential by the Company. The obligations described above continue even after service on the Board has ended.

Directors may not use such confidential information for personal benefit or to benefit other persons or entities other than the Company. Unless authorized by the Company or applicable law, directors will refrain from disclosing confidential information to anyone outside the Company, especially anyone affiliated with any entity or person that employs the director or has sponsored the director's election to the Board. These obligations continue even after service on the Board has ended. Any questions or concerns about potential disclosures should be directed to the Company's General Counsel, who then may communicate with the Chief Executive Officer or the Nominating Committee regarding the potential disclosures.

## **STOCKHOLDER COMMUNICATIONS WITH THE BOARD**

The Board of Directors believes that management speaks for the Company. Individual Board members may, from time to time, communicate with various constituencies that are involved with the Company, but it is expected that Board members would do this with knowledge of and in coordination with management and, in most instances, only at the request of management. For stockholders of the Company and other interested parties who wish to communicate directly with our non-management directors, messages can be sent to our Corporate Secretary c/o 130 West Union Street Pasadena, California 91103,

Attn: Corporate Secretary. The Secretary will review each communication. Each communication must set forth (i) the name and address of the stockholder on whose behalf the communication is sent; and (ii) the number and class of shares of the Company that are owned beneficially by such stockholder as of the date of the communication. The Secretary will review each communication and will forward such communication to the Board or to any individual director to whom the communication is addressed unless the communication contains advertisements or solicitations or is unduly hostile, threatening or similarly inappropriate, in which case the Secretary shall discard the communication or inform the proper authorities, as may be appropriate. Communications determined by the Secretary to be inappropriate for presentation will still be made available to any non-management director upon such director's request.

#### **REVIEW OF GOVERNANCE GUIDELINES**

The Nominating Committee will periodically review and assess the adequacy of these guidelines and recommend any proposed changes to the Board for approval.