



TIMESTEP

George Skokos
1310 Pincrest Road, Apt. 910
Ottawa, Ontario
K2C 3N8

March 4, 1999

Dear George,

We are pleased to offer you a full-time position as a Sr. Network Administrator in the General Administration Department at TimeStep Corporation, on the following terms and conditions.

In this position, you will report to Debi Rosati, VP of Finance. The effective start date of your employment will be March 29, 1999. At present, you are scheduled to work from Monday to Friday inclusive. Our standard work day is 7.50 hours worked. However, the Company reserves the right to alter your hours and days of work, temporarily or permanently, in order to accommodate the changing needs of the Company.

Your starting salary will be \$70,000.00 annually. You will also be eligible to participate in our standard employee benefits package. Enclosed you will find a booklet issued by Great West Life Assurance Company, which describes those benefits. Vacation will be three (3) weeks per year.

Upon approval by the Board of Directors, you will be eligible to receive 4,000 stock options in TimeStep Corporation. These options may be exercised in accordance with the Key Employee Stock Option Plan, a copy of which is now enclosed for your review. (Please note, in particular, the installment exercise provisions in section 2.5, and the provisions dealing with your rights if your employment with the Company ends, in sections 2.10 and 2.11.)

Your employment with the Company will be subject to an initial probationary period of six months. During this probationary period the Company reserves the right to terminate your employment at any time with or without notice, and with or without cause. If your employment is terminated during the first three months of this probationary period, you will not be entitled to pay in lieu of notice or compensation of any nature. If your employment is terminated after the third month but before the end of this probationary period, you will be entitled to one week's notice or equivalent pay in lieu of notice, but you will not be entitled to any further notice or compensation of any nature.

If you successfully complete the probationary period, from that point onward, salary and performance reviews will take place annually during the month of October, a review period which is common to all employees of the Company. The amount and timing of any salary increases are wholly discretionary to the Company. The Company reserves the right to delay or refrain from awarding any salary increase, or to impose a freeze on salaries, or to limit the maximum increase which may be granted to employees.

You are expected to perform the duties and responsibilities of this position faithfully, and to devote your full time and attention during your working hours to the business and interests of the Company. Attached you will find a Position Description, setting out your duties and responsibilities. The Company reserves the right to alter or add to your duties, or to require you to perform the duties of other positions, in order to accommodate the changing needs of the Company.

It will be a condition of your employment with the Company that you adhere to all Company rules and policies. The Company reserves the right to revise, revoke, or introduce new rules and policies, as the Company may deem necessary from time to time, and you will also be required to abide by any changes in the rules and policies, once they come into effect.

TimeStep Corporation A Newbridge Company

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