

SALARY REVIEW PROCESS DOCUMENTATION

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NaviFloor Robotics, Inc.

Effective Date: January 1, 2024

Document ID: HR-POL-2024-001

1. PURPOSE AND SCOPE

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1. This Salary Review Process Documentation ("Policy") establishes the stan

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2. This Policy applies to all full-time and part-time employees of the Company.

2. DEFINITIONS

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1. "Review Period" means the annual or semi-annual period during which salaries are reviewed.

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2. "Compensation Committee" means the designated group of executives responsible for reviewing and approving the compensation policy.

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3. "Market Rate" refers to the competitive salary range for comparable positions in the market.

3. REVIEW CYCLE AND TIMING

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1. Primary Review Cycle

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Annual reviews shall be conducted between October 1 and November 30

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Salary adjustments to be implemented effective January 1 of the following year

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Off-cycle reviews may be conducted for exceptional circumstances

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2. New Hire Reviews

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Employees hired after July 1 will be eligible for their first review in the following year

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Employees hired before July 1 may be eligible for a prorated review in their first year

4. REVIEW PROCESS

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1. Performance Assessment

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Direct managers shall complete standardized performance evaluations

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Technical competency assessments for engineering roles

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Project completion metrics and contribution analysis

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Peer feedback and cross-functional input

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2. Market Analysis

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Annual industry compensation benchmarking

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Geographic market adjustments

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Specialized skill premium considerations

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Internal equity analysis

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3. Budget Allocation

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Department-specific budget pools

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Merit increase matrices based on performance ratings

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Market adjustment allocations

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Retention risk considerations

5. APPROVAL HIERARCHY

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1. Review Recommendations

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Direct Manager initial recommendation

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Department Head review and adjustment

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HR validation for internal equity

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Compensation Committee final approval for increases exceeding 15%

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2. Documentation Requirements

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Standardized review forms

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Performance metrics documentation

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Market data supporting recommendations

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Budget impact analysis

6. COMMUNICATION PROTOCOL

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1. Manager Communications

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Standardized talking points

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Compensation adjustment letters

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Performance feedback documentation

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Career development planning

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2. Employee Communications

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Written notification of adjustments

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Effective dates and implementation timeline

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Appeal process information

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Total compensation statements

7. SPECIAL CONSIDERATIONS

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1. Technical Role Adjustments

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Specialized skill premium matrix

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Patent contribution considerations

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Technical certification compensation

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Research and development incentives

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2. Equity Compensation

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Stock option grants review process

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RSU allocation methodology

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Vesting schedule modifications

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Equity refresh guidelines

8. COMPLIANCE AND DOCUMENTATION

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1. Legal Requirements

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Equal pay compliance documentation

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State-specific wage requirements

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Federal compensation regulations

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Industry-specific compliance

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2. Record Retention

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Seven-year retention period for all review documentation

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Secure electronic storage requirements

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Audit trail maintenance

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Confidentiality protocols

9. POLICY MODIFICATIONS

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1. This Policy may be modified or amended at any time by the Compensation

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2. Material changes will be communicated to all employees with minimum 30 days prior notice.

10. CONFIDENTIALITY

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1. All salary review information, including individual compensation data, review process, and recommendations, shall be confidential and shall not be disclosed to any third party without the prior written consent of the Board of Directors.

APPROVAL AND EXECUTION

APPROVED AND ADOPTED by the Board of Directors of NaviFloor Robotics, Inc. on December 15, 2023.

Date: December 15, 2023

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Dr. Sarah Chen

Chief Executive Officer

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James Wilson

Chief Financial Officer

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Richard Torres

Chief Operating Officer

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Amanda Martinez

Head of Human Resources

