

PROFESSIONAL DEVELOPMENT PROGRAM GUIDELINES

PROFESSIONAL DEVELOPMENT PROGRAM

NaviFloor Robotics, Inc.

Effective Date: January 15, 2024

Document Version: 2.0

1. PURPOSE AND SCOPE

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1. These Professional Development Program Guidelines ("Guidelines") estab

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2. These Guidelines apply to all full-time employees who have completed the

2. DEFINITIONS

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1. "Eligible Training" means professional education, certifications, conferences

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2. "Development Funds" refers to the annual monetary allocation available to

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3. "Technical Certification Programs" includes robotics, automation, LiDAR

3. PROGRAM STRUCTURE

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1. Annual Development Allocation

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Individual Contributors: Up to \$5,000 per calendar year

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Technical Team Leads: Up to \$7,500 per calendar year

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Senior Management: Up to \$10,000 per calendar year

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2. Qualifying Development Activities

a) Industry-specific technical certifications

b) Leadership and management training

c) Professional conference attendance

d) Advanced degree programs (subject to additional approval)

e) Technical workshops and seminars

f) Professional association memberships

4. APPROVAL PROCESS

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1. Employees must submit Professional Development Requests through the C

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2. Requests must include:

a) Activity description and relevance to current role

b) Expected outcomes and benefits to the Company

c) Detailed cost breakdown

d) Time commitment required

e) Manager's endorsement

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3. Approval Authority

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Requests under \$2,500: Direct Manager

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Requests \$2,500-\$7,500: Department Head

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Requests over \$7,500: Executive Committee

5. EMPLOYEE OBLIGATIONS

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1. Service Commitment

Employees participating in programs exceeding \$5,000 must commit to remain with the Company for:

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12 months for programs between \$5,000-\$7,500

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18 months for programs exceeding \$7,500

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2. Repayment Requirements

If an employee voluntarily terminates employment before fulfilling the service commitment, they must reimburse the Company on a pro-rated basis.

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3. Knowledge Sharing

Participants must:

- a) Present learnings to their team within 30 days of completion
- b) Submit a detailed report of key takeaways

c) Contribute to the Company's internal knowledge base

6. SPECIALIZED TECHNICAL PROGRAMS

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1. Robotics Certification Track

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Advanced Mobile Robot Programming

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LiDAR Systems Engineering

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Autonomous Navigation Systems

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Fleet Management Architecture

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2. Leadership Development Track

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Technical Team Leadership

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Project Management Professional (PMP)

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Agile Leadership Certification

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Innovation Management

7. PROGRAM ADMINISTRATION

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1. The Human Resources Department shall:

- a) Maintain program documentation
- b) Track budget utilization
- c) Process reimbursements
- d) Monitor compliance
- e) Report quarterly metrics to executive leadership

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2. Annual Review

These Guidelines shall be reviewed annually by the Executive Committee to ensure alignment with Company objectives and industry standards.

8. MODIFICATIONS AND TERMINATION

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1. The Company reserves the right to modify or terminate these Guidelines at any time.

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2. Any modifications will be communicated to all employees in writing with

9. LEGAL COMPLIANCE

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1. These Guidelines shall be interpreted in accordance with applicable federal

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2. Nothing in these Guidelines creates a contractual obligation or alters the a

ACKNOWLEDGMENT

I acknowledge that I have read and understand the Professional Development
Program Guidelines.

Employee Name: _

Employee Signature:

Date:

Manager Name:

Manager Signature: _

Date:

