

# **HR Compliance Training Materials 2023**

**Polar Dynamics Robotics, Inc.**

*Last Updated: December 15, 2023*

*Document Reference: PDR-HR-COMP-2023-001*

## **1. Introduction and Purpose**

1. This document outlines the mandatory compliance training requirements and materials for all employees, contractors, and temporary workers of Polar Dynamics Robotics, Inc. ("Company") for the calendar year 2023.

2. These materials have been developed in accordance with federal and state regulations, industry standards, and Company policies to ensure compliance with applicable laws and regulations governing robotics manufacturing, workplace safety, and industrial automation.

## **2. Scope of Training Requirements**

### **1. \*\*Mandatory Training Modules\*\***

- Workplace Safety and OSHA Compliance (4 hours)
- Robotics Safety and Operation Protocols (6 hours)
- Cold Environment Safety Procedures (4 hours)
- Export Control Compliance (ITAR/EAR) (2 hours)
- Anti-Harassment and Non-Discrimination (2 hours)
- Data Privacy and Security (2 hours)
- Code of Business Conduct (2 hours)

### **2. \*\*Role-Specific Training Requirements\*\***

- Engineering: Advanced Robotics Safety Certification (8 hours)
- Manufacturing: Cold Storage Operation Safety (6 hours)
- Sales/Customer Service: Product Safety Communication (4 hours)
- Management: Leadership Compliance Training (4 hours)

## **3. Training Delivery Methods**

### **1. \*\*Online Learning Management System\*\***

- Primary platform: PDR Learning Portal
- Completion tracking through digital verification
- Minimum passing score: 80%
- Maximum three attempts per module

## 2. **\*\*In-Person Training Sessions\*\***

- Hands-on robotics safety demonstrations
- Emergency response procedures
- Cold environment operational training
- Team-based compliance scenarios

## **4. Documentation and Certification**

### 1. **\*\*Record Keeping Requirements\*\***

- Digital completion certificates stored for 5 years
- Training attendance logs maintained by HR
- Assessment scores recorded in employee files
- Annual compliance attestations

### 2. **\*\*Certification Renewal\*\***

- Annual renewal required for all core modules
- Biennial renewal for role-specific certifications
- Immediate retraining upon policy updates

## **5. Special Considerations for Technical Operations**

### 1. **\*\*IceNav(TM) System Training\*\***

- Proprietary technology handling procedures
- Confidentiality requirements
- Safety protocols for extreme temperature testing
- Emergency shutdown procedures

### 2. **\*\*Laboratory and Testing Environment\*\***

- Chemical safety protocols

- Environmental compliance
- Waste management procedures
- Equipment calibration requirements

## **6. Compliance Monitoring and Enforcement**

### **1. \*\*Audit Procedures\*\***

- Quarterly internal compliance reviews
- Annual external audit
- Random spot checks of training records
- Performance monitoring metrics

### **2. \*\*Non-Compliance Consequences\*\***

- Progressive disciplinary actions
- Mandatory retraining requirements
- Suspension of system access privileges
- Documentation in personnel files

## **7. Updates and Revisions**

### **1. This training program shall be reviewed and updated annually or as required by:**

- Regulatory changes
- Technology updates
- Incident reports and lessons learned
- Industry best practice evolution

### **2. Version control and distribution managed through:**

- SharePoint document management system
- Email notifications of updates
- Department head acknowledgments
- Training material version tracking

## **8. Legal Disclaimers**

### **1. These materials are confidential and proprietary to Polar Dynamics Robotics, Inc. Unauthorized**

distribution, copying, or use is strictly prohibited.

2. While these materials are designed to promote compliance with applicable laws and regulations, they do not constitute legal advice. The Company reserves the right to modify these requirements at any time.

## **9. Acknowledgment**

I acknowledge that I have received, read, and understand the HR Compliance Training Materials for 2023. I agree to complete all required training modules and maintain compliance with Company policies and procedures.

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**Employee Name:** \_

**Employee ID:** \_

**Date:** \_

**Signature:** \_

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**Approved by:**

Katherine Wells

Chief Financial Officer

Polar Dynamics Robotics, Inc.

Date: December 15, 2023

Dr. Elena Frost

Chief Executive Officer

Polar Dynamics Robotics, Inc.

Date: December 15, 2023