

CODE OF CONDUCT - LABORATORY OPERATIONS

CODE OF CONDUCT - LABORATORY OPERATIONS

NaviFloor Robotics, Inc.

Effective Date: January 1, 2024

Document Version: 2.0

1. PURPOSE AND SCOPE

-

1. This Code of Conduct for Laboratory Operations (the "Code") establishes

- - 1 -

2. This Code applies to all employees, contractors, consultants, and visitors a

2. DEFINITIONS

-

1. "Laboratory Facilities" means any Company space designated for research

-

2. "Restricted Materials" includes proprietary navigation algorithms, LiDAR

-

3. "Safety Protocols" refers to the comprehensive set of safety procedures de

3. GENERAL CONDUCT REQUIREMENTS

- - 2 -

1. Professional Standards

-

Maintain professional conduct at all times within laboratory facilities

-

Follow established protocols for equipment usage and testing procedures

-

Document all research activities in accordance with Company standards

-

Respect intellectual property rights and confidentiality obligations

-

2. Safety Compliance

-

Strictly adhere to all safety protocols and emergency procedures

- - 3 -

Wear appropriate Personal Protective Equipment (PPE) as required

-

Report any safety concerns or incidents immediately to Laboratory Supervisor

-

Maintain current safety certifications as required for specific roles

4. HANDLING OF PROPRIETARY TECHNOLOGY

-

1. All personnel must:

-

Protect confidential information related to terrain-mapping algorithms

-

Secure access to prototype autonomous mobile robots

- - 4 -

Follow documented procedures for testing navigation systems

-

Maintain proper documentation of all experimental results

-

2. Data Security

-

Use only approved devices for data collection and analysis

-

Follow established protocols for data backup and storage

-

Implement required encryption for sensitive technical data

-

Report any potential data security breaches immediately

5. LABORATORY SPECIFIC PROCEDURES

-

1. Robotics Development Lab

-

Follow proper startup and shutdown procedures for AMR testing

-

Maintain cleanliness of testing surfaces and calibration areas

-

Document all software modifications and testing parameters

-

Adhere to designated testing schedules and facility usage protocols

-

2. Sensor Calibration Lab

- - 6 -

Use only approved calibration tools and procedures

-

Maintain environmental controls within specified parameters

-

Document all calibration activities in the central logging system

-

Follow proper handling procedures for sensitive equipment

6. COMPLIANCE AND REPORTING

-

1. Compliance Requirements

-

Complete all required training programs

- - 7 -

Maintain current certifications

-

Submit regular compliance reports as required

-

Participate in periodic safety and compliance reviews

-

2. Reporting Procedures

-

Report violations through appropriate channels

-

Document all incidents completely and promptly

-

Cooperate fully with any investigations

- - 8 -

Maintain confidentiality of reporting procedures

7. DISCIPLINARY ACTIONS

-

1. Violations of this Code may result in:

-

Verbal or written warnings

-

Suspension of laboratory access

-

Termination of employment

-

Legal action where applicable

8. AMENDMENTS AND UPDATES

-

1. This Code may be amended or updated by the Company as needed to reflect

-

Changes in laboratory operations

-

New safety requirements

-

Regulatory updates

-

Technological advances

9. ACKNOWLEDGMENT

I acknowledge that I have read and understand this Code of Conduct for Laboratory Operations and agree to comply with all provisions contained herein.

Name: _

Title: _

Date: _

Signature: _

10. CONTACT INFORMATION

For questions or concerns regarding this Code, contact:

Laboratory Safety Officer

NaviFloor Robotics, Inc.

Email: lab.safety@navifloor.com

Emergency Contact: (555) 123-4567

Last Updated: January 1, 2024

Document Control Number: COC-LAB-2024-001

