REMOTE WORK POLICY FOR ENGINEERING STAFF

NaviFloor Robotics, Inc.

Effective Date: January 15, 2024

Policy Number: HR-2024-003

1. PURPOSE AND SCOPE

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1. This Remote Work Policy ("Policy") establishes guidelines and requireme

2. Given the Company's focus on advanced robotics and autonomous system

2. DEFINITIONS

1. "Remote Work" refers to work performed at a location other than the Com

2. "Hybrid Schedule" refers to a combination of on-site and remote work arra

3. "Core Hours" are defined as 10:00 AM to 3:00 PM Eastern Time, during v

3. ELIGIBILITY

1. Engineering staff members become eligible for remote work privileges aft

a) 90 days of employment

b) Security and confidentiality training

c) Remote work technology certification

d) Manager approval

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2. Employees must maintain satisfactory performance ratings to retain remot

4. REMOTE WORK SCHEDULE REQUIREMENTS

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1. Standard Remote Work Allocation:

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Software Engineering: Up to 4 days remote per week

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Hardware/Robotics Engineering: Up to 2 days remote per week

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Systems Integration: Up to 2 days remote per week

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Quality Assurance: Up to 3 days remote per week

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2. On-Site Requirements:

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Mandatory attendance for sprint planning meetings

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Physical prototype testing sessions

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Quarterly team alignment meetings

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Client demonstration days

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Emergency troubleshooting as needed

5. TECHNOLOGY AND SECURITY REQUIREMENT

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1. Required Equipment and Software:

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Company-issued laptop with encrypted drive

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Secure VPN connection

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Multi-factor authentication

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Approved collaboration tools

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Minimum internet speed of 100 Mbps upload/download

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2. Security Protocols:

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Strict prohibition on public Wi-Fi usage

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Mandatory use of Company VPN

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Regular security updates and patches

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Secure storage of physical documents

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Prohibition on unauthorized device access

6. COMMUNICATION AND AVAILABILITY

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1. Engineers must:

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Maintain updated calendar availability

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Respond to urgent messages within 30 minutes during core hours

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Attend all scheduled virtual meetings

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Update project management tools in real-time

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Document all code and development activities

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2. Team leads must conduct daily virtual stand-ups and weekly one-on-one c

7. PERFORMANCE AND PRODUCTIVITY

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1. Remote work productivity will be measured through:

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Sprint completion rates

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Code quality metrics

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Project milestone achievement

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Peer review participation

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Documentation quality

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Meeting attendance and participation

8. CONFIDENTIALITY AND INTELLECTUAL PROP

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1. All existing confidentiality agreements and IP provisions remain in full eff

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2. Additional remote work security measures:

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Prohibition on printing confidential materials

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Required secure disposal of any physical documents

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Restricted access to development environments

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Regular security audits of remote access logs

9. POLICY VIOLATIONS AND REMEDIATION

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1. Violations may result in:

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Temporary suspension of remote work privileges

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Required additional training

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Performance improvement plans

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Disciplinary action up to termination

10. POLICY MODIFICATIONS

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1. The Company reserves the right to modify this Policy at any time with 30

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2. Emergency modifications may be implemented immediately for security o

11. ACKNOWLEDGMENT

I acknowledge that I have read and understand the Remote Work Policy for
Engineering Staff and agree to comply with all terms and conditions outlined
herein.

Employee Name: _

Employee ID: _

Date: _

Signature: _

Manager Name: _

Date: _

Signature: _