TECHNICAL STAFF ONBOARDING CHECKLIST

Polar Dynamics Robotics, Inc.

Effective Date: January 1, 2024

Document Version: 3.2

Last Updated: December 15, 2023

1. PURPOSE AND SCOPE

1. This Technical Staff Onboarding Checklist ("Checklist") establishes

2. This Checklist must be completed within the first 30 days of employ

2. PRE-ARRIVAL REQUIREMENTS

1. Documentation Verification

-

Valid government-issued identification

-

Educational credentials and certifications

-

Professional licenses relevant to position

-

Work authorization documentation

-

Signed offer letter and employment agreement

2. Security Clearance

-

Background check completion

-

Reference verification

-

Technical credentials validation

-

Export control compliance verification (ITAR/EAR as applicable)

3. INTELLECTUAL PROPERTY AND CONFIDENTIAL

1. Required Agreements

-

[ ] Proprietary Information and Inventions Assignment Agreement (PII

[ ] Non-Disclosure Agreement (NDA)

-

[ ] BlueCore(TM) Technology Access Agreement

-

[ ] Cold Environment Systems Confidentiality Rider

-

[ ] Source Code Protection Agreement

2. IP Training and Acknowledgment

-

[ ] Complete IP protection training module

-

[ ] Review patent application procedures

-

[ ] Sign invention disclosure protocols

-

[ ] Acknowledge trade secret policies

4. TECHNICAL SYSTEMS ACCESS

1. Development Environment Setup

-

[ ] Engineering workstation configuration

-

[ ] Development tools installation

-

[ ] Source code repository access

-

[ ] Build system credentials

[ ] Testing environment access

2. Security Protocols

-

[ ] Multi-factor authentication setup

-

[ ] VPN configuration

-

[ ] Encryption key generation

-

[ ] Security token issuance

-

[ ] Password management system access

5. TECHNICAL TRAINING REQUIREMENTS

1. Core Technology Training

-

[ ] BlueCore(TM) architecture overview

-

[ ] Cold-resistant navigation systems training

-

[ ] Autonomous control systems certification

-

[ ] Environmental hardening protocols

-

[ ] Safety systems integration

2. Development Processes

[ ] Version control procedures

-

[ ] Code review protocols

-

[ ] Continuous integration workflow

-

[ ] Quality assurance standards

-

[ ] Documentation requirements

6. SAFETY AND COMPLIANCE

1. Laboratory Safety

-

[ ] Cold environment safety training

-

[ ] Personal protective equipment issuance

-

[ ] Emergency procedures review

-

[ ] Chemical handling certification (if applicable)

-

[ ] First aid orientation

2. Regulatory Compliance

-

[ ] ISO 9001:2015 standards review

-

[ ] CE marking requirements

-

[ ] UL certification procedures

-

[ ] OSHA compliance training

-

[ ] Environmental protocols

7. PROJECT INTEGRATION

1. Team Assignment

-

[ ] Project team introduction

-

[ ] Role-specific responsibilities review

-

[ ] Sprint planning participation

-

[ ] Mentor assignment

-

[ ] Performance metrics review

2. Knowledge Transfer

-

[ ] Current project documentation review

-

[ ] Technical specification analysis

-

[ ] Architecture decision records review

-

[ ] Legacy system documentation

[ ] Customer requirement analysis

8. VERIFICATION AND SIGN-OFF

1. The undersigned certify that all items in this Checklist have been co

New Employee: Date:

Title:

Technical Manager: _ Date:

Title:

HR Representative: _ Date:

Title:

9. LEGAL NOTICES

1. This Checklist is a controlled document and part of the Company's

2. Completion of this Checklist is required for technical staff employm

3. The Company reserves the right to modify this Checklist at any tim

4. Failure to complete any required item may result in delayed system

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Classification: CONFIDENTIAL - Internal Use Only

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