

# ANNUAL PERFORMANCE REVIEW FRAMEWORK

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**Polar Dynamics Robotics, Inc.**

*Effective Date: January 1, 2024*

*Document Version: 1.2*

### 1. PURPOSE AND SCOPE

1. This Annual Performance Review Framework ("Framework") estab
2. This Framework applies to all full-time and part-time employees wh

## **2. DEFINITIONS**

1. "Performance Cycle" means the 12-month period from January 1 to December 31 of each year.
2. "Core Competencies" refers to the Company's established technical and business competencies.
3. "KPIs" means Key Performance Indicators as defined in each employee's performance plan.

## **3. REVIEW COMPONENTS**

1. Technical Performance Assessment
  - Engineering precision and quality control metrics
  - BlueCore(TM) technology platform expertise

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Cold-environment systems knowledge

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Robotics safety protocol compliance

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Innovation contribution metrics

## 2. Business Performance Metrics

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Project completion rates

-

Customer satisfaction scores

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Cost management effectiveness

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Revenue contribution (where applicable)

-

Team collaboration metrics

### 3. Professional Development

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Skill advancement

-

Certification progress

-

Knowledge sharing

-

Leadership capabilities

-

Industry contribution

## **4. EVALUATION PROCESS**

### **1. Timing and Frequency**

- a) Annual reviews conducted between November 15 and December 15
- b) Mid-year progress reviews conducted between May 15 and June 15
- c) Additional reviews as needed for performance improvement plans

### **2. Documentation Requirements**

- a) Written self-evaluation by employee
- b) Manager evaluation form
- c) Performance metrics documentation
- d) Development plan
- e) Final review summary

### 3. Rating Scale

Exceptional Performance (5)

Exceeds Expectations (4)

Meets Expectations (3)

Needs Improvement (2)

Unsatisfactory (1)

## 5. COMPENSATION LINKAGE

1. Performance ratings shall inform, but not solely determine:

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Annual salary adjustments

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Bonus eligibility

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Equity grants

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Promotion considerations

2. The Company maintains discretion in all compensation decisions w

## **6. REVIEW PARTICIPANTS**

1. Primary Reviewer

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Direct supervisor or manager

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Must have supervised employee for minimum 6 months

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Required to complete annual review training

## 2. Secondary Reviewer

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Department head or next-level manager

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Reviews for consistency and fairness

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Provides additional perspective

## 3. Human Resources

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Ensures process compliance

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Maintains documentation



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Provides guidance and training

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Monitors rating distribution

## **7. APPEALS AND GRIEVANCES**

1. Employees may appeal their performance review within 15 business days

2. Appeals must be submitted in writing to Human Resources with supporting documentation

3. Resolution process includes:

a) Review by next-level manager

b) HR investigation if necessary

c) Final determination within 30 days

## **8. CONFIDENTIALITY**

1. All performance review documentation is considered confidential per

2. Access restricted to:

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Employee

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Direct supervisor

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HR personnel

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Senior management as required

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Legal counsel as necessary

## 9. AMENDMENTS AND UPDATES

1. This Framework may be modified at the Company's discretion to reflect

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Changes in business needs

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Legal requirements

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Industry best practices

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Organizational structure

2. Material changes require approval from:

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Chief Human Resources Officer

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General Counsel

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Chief Executive Officer

## **10. LEGAL COMPLIANCE**

1. This Framework complies with all applicable federal and state employment laws.

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Equal Employment Opportunity regulations

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Americans with Disabilities Act

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Age Discrimination in Employment Act

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State-specific employment regulations

## **AUTHORIZATION**

APPROVED AND ADOPTED by the Board of Directors of Polar Dyna

Date: December 15, 2023

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Dr. Elena Frost

Chief Executive Officer

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Victoria Wells

Chief Financial Officer

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Sarah Nordstrom

Chief Operating Officer

