

HARASSMENT PREVENTION POLICY

HARASSMENT PREVENTION POLICY

Polar Dynamics Robotics, Inc.

Effective Date: January 1, 2024

Policy Number: HR-2024-001

1. PURPOSE AND SCOPE

-

1. Polar Dynamics Robotics, Inc. ("Company") is committed to maintaining

- - 1 -

2. This policy covers conduct occurring in the workplace, at Company-sponsored

2. DEFINITIONS

-

1. **Harassment** includes any unwelcome verbal, visual, or physical conduct

-

2. **Sexual Harassment** encompasses:

a) Quid pro quo harassment - conditioning employment benefits on submission to sexual conduct

b) Hostile work environment - unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that interferes with work performance

- - 2 -

3. ****Retaliation**** refers to adverse action taken against an individual for rep

3. PROHIBITED CONDUCT

-

1. The following behaviors are expressly prohibited:

- a) Offensive jokes, slurs, epithets, or name-calling
- b) Physical assaults or threats
- c) Intimidation, ridicule, or mockery
- d) Offensive objects or pictures
- e) Interference with work performance
- f) Unwelcome sexual advances or propositions
- g) Verbal abuse of a sexual nature

h) Graphic verbal commentary about an individual's body

i) Sexually degrading words

j) Display of sexually suggestive objects or pictures

-

2. This list is illustrative and not exhaustive. Any conduct that creates an inti

4. REPORTING PROCEDURES

-

1. Any employee who believes they have experienced or witnessed harassme

a) Their immediate supervisor

b) Human Resources Department (hr@polardynamics.com)

c) Ethics Hotline: 1-800-555-0123

d) Chief People Officer or Legal Department

- - 4 -

2. Reports should include:

- a) Date(s) of incident(s)
- b) Description of conduct
- c) Names of individuals involved
- d) Names of any witnesses
- e) Any supporting documentation

5. INVESTIGATION PROCESS

-

1. The Company will promptly investigate all reports of harassment:
 - a) Investigations will be conducted confidentially to the extent possible
 - b) All parties involved will be interviewed

c) Relevant documents and evidence will be reviewed

d) Findings will be documented

e) Appropriate corrective action will be taken

-

2. The Company will make every effort to complete investigations within 30

6. DISCIPLINARY ACTIONS

-

1. Violations of this policy will result in disciplinary action, up to and includ

-

2. Factors considered in determining appropriate discipline include:

a) Severity of conduct

b) Prior violations

c) Position and level of authority

d) Impact on others and workplace

e) Cooperation during investigation

7. CONFIDENTIALITY AND NON-RETALIATION

-

1. The Company will maintain confidentiality throughout the investigation process.

-

2. Retaliation against any individual who reports harassment or participates in an investigation is strictly prohibited.

8. TRAINING AND EDUCATION

- - 7 -

1. All employees must complete harassment prevention training:

a) Upon hire

b) Annually thereafter

c) When significant policy changes occur

-

2. Managers and supervisors must complete additional leadership-specific tra

9. POLICY REVIEW AND UPDATES

-

1. This policy will be reviewed annually by the Legal and Human Resources

-

2. Updates will be communicated to all employees and acknowledged in writ

10. ACKNOWLEDGMENT

I acknowledge that I have received, read, and understand the Harassment Prevention Policy.

Employee Name: _

Employee Signature: _

Date: _

This policy supersedes all previous policies and memoranda concerning har

