

EMPLOYEE EMERGENCY CONTACT RECORDS

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NaviFloor Robotics, Inc.

Last Updated: January 11, 2024

Document Reference: HR-ECR-2024-01

1. PURPOSE AND SCOPE

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1. This document establishes the official protocol for maintaining and access

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2. These procedures apply to all full-time, part-time, temporary employees, and

2. EMERGENCY CONTACT INFORMATION REQUIREMENTS

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1. All employees must provide and maintain current emergency contact information

a) Primary emergency contact (mandatory)

b) Secondary emergency contact (recommended)

c) Medical alert information (if applicable)

d) Preferred hospital/medical facility (optional)

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2. Required Information for Each Contact:

- - 2 -

Full legal name

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Relationship to employee

-

Primary phone number

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Secondary phone number (if available)

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Email address

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Physical address

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Preferred contact method

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Language preference

3. COLLECTION AND MAINTENANCE PROCEDURES

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1. Initial Collection

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Emergency contact information shall be collected during new hire onboarding

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HR shall verify completeness of information within 5 business days of start date

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Employees must acknowledge accuracy via signature in HRIS system

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2. Updates and Verification

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Mandatory annual verification during benefits enrollment period

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Quarterly reminder notifications to review/update information

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Employee responsibility to update within 5 business days of any changes

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3. Storage and Security

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Information maintained in encrypted format in Workday HRIS

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Access restricted to authorized HR personnel

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Backup records maintained in secure cloud storage

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Retention period: Duration of employment plus 3 years

4. ACCESS AND CONFIDENTIALITY

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1. Authorized Personnel

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HR Director and designated HR staff

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Immediate supervisors (limited access)

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Emergency Response Team members

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Facility Security coordinators

- - 6 -

Occupational Health staff

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2. Access Protocols

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Two-factor authentication required

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Access logged and monitored

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Information accessed only for legitimate business purposes

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Confidentiality agreements required for all authorized personnel

5. EMERGENCY NOTIFICATION PROCEDURES

- - 7 -

1. Activation Criteria

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Medical emergencies

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Workplace accidents/injuries

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Facility evacuations

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Extended unexpected absences

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Critical business continuity events

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2. Contact Protocol

- 1) Primary contact attempted first
- 2) Secondary contact if primary unavailable
- 3) Additional listed contacts as needed
- 4) Document all contact attempts

6. COMPLIANCE AND TRAINING

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1. Training Requirements

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Annual training for HR staff

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Bi-annual training for supervisors

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Quarterly review for Emergency Response Team

- - 9 -

Documentation of all training completion

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2. Audit Procedures

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Quarterly internal audits of access logs

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Annual compliance review

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Regular testing of emergency notification systems

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Update procedures based on audit findings

7. SPECIAL CONSIDERATIONS

- - 10 -

1. International Employees

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Country-specific data protection requirements

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International emergency contact protocols

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Translation services availability

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Time zone considerations

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2. Remote Employees

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Geographic-specific emergency services information

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Local emergency response coordination

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Remote work location verification

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Regional emergency protocols

8. LEGAL DISCLAIMERS

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1. This document contains confidential information intended solely for internal use.

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2. The Company reserves the right to modify these procedures as needed to ensure compliance with applicable laws and regulations.

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3. Information collected will be used only for legitimate business purposes in

9. DOCUMENT CONTROL

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Document Owner: Human Resources Director

Approved By: Richard Torres, Chief Operating Officer

APPROVED AND ADOPTED:

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Date: _

