

# IMMIGRATION COMPLIANCE GUIDELINES FOR INTERNATIONAL ENGINEERS

## IMMIGRATION COMPLIANCE GUIDELINES F

**Polar Dynamics Robotics, Inc.**

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### 1. PURPOSE AND SCOPE

1. These Immigration Compliance Guidelines ("Guidelines") establish
2. These Guidelines apply to all departments involved in the hiring and

## **2. DEFINITIONS**

1. "International Engineer" refers to any engineering professional requiring an immigration sponsorship
2. "Immigration Sponsorship" includes H-1B, L-1, O-1, or other applicable visas
3. "Critical Skills" refers to specialized knowledge in cold-environment engineering

## **3. PRE-HIRING REQUIREMENTS**

1. Skills Assessment and Position Justification

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Documentation of specific technical requirements

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Verification that position requires specialized knowledge in extreme-cold engineering

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Confirmation that no qualified U.S. workers are available for the position

## 2. Budget Authorization

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Confirmation of department budget for immigration sponsorship costs

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Allocation of legal fees and filing expenses

-

Documentation of prevailing wage compliance

## 4. VISA SPONSORSHIP PROCESS

### 1. Initial Assessment

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Verification of candidate's current immigration status

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Review of academic credentials and experience

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Evaluation of visa category eligibility

## 2. Documentation Requirements

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Original academic credentials and translations

-

Previous employment verification

-

Professional certifications related to robotics and automation

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Evidence of specialized knowledge in cold-environment systems

### 3. Timing and Planning

-

Minimum 6-month lead time for initial visa applications

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12-month advance planning for visa renewals

-

Strategic timing for permanent residency applications

## 5. ONGOING COMPLIANCE REQUIREMENTS

### 1. Record Keeping

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Maintenance of Public Access Files for H-1B workers

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I-9 compliance documentation

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Visa status tracking system

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Regular audit of immigration files

## 2. Material Changes Notification

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Reporting requirements for work location changes

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Procedures for salary modifications

-

Protocol for significant job duty changes

## 6. DEPARTMENT RESPONSIBILITIES

## 1. Human Resources

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Maintain immigration compliance calendar

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Coordinate with outside immigration counsel

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Monitor visa expiration dates

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Conduct quarterly compliance reviews

## 2. Legal Department

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Review all immigration filings

-

Assess compliance with DOL regulations

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Maintain attorney-client privileged communications

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Update Guidelines as regulations change

### 3. Engineering Management

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Provide technical documentation for visa petitions

-

Monitor project assignments for compliance

-

Ensure work location tracking

-

Report material changes in duties



## **7. TERMINATION PROCEDURES**

### **1. Notice Requirements**

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Minimum 2-week notice to immigration counsel

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Documentation of termination circumstances

- 

Return travel expense obligations

### **2. Status Reporting**

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USCIS notification procedures

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LCA withdrawal requirements

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Internal documentation protocol

## **8. COMPLIANCE TRAINING**

### **1. Required Training Sessions**

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Annual immigration compliance training for HR

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Quarterly updates for engineering managers

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New hire orientation for sponsored employees

### **2. Documentation**

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Training attendance records

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Acknowledgment of Guidelines

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Periodic assessment results

## **9. LEGAL DISCLAIMER**

These Guidelines are intended for internal use only and do not create contractual rights or obligations. The Company reserves the right to modify these Guidelines at any time. Nothing herein shall be construed as legal advice, and specific immigration matters should be reviewed with qualified immigration counsel.

## **10. AUTHORIZATION**

Approved by:

Victoria Wells

Chief Financial Officer

Polar Dynamics Robotics, Inc.

Date

Corporate Counsel

Polar Dynamics Robotics, Inc.

Date - 12 -

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