

# LABORATORY ACCESS SECURITY PROTOCOLS

## LABORATORY ACCESS SECURITY PROTOCOL

**Polar Dynamics Robotics, Inc.**

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### 1. PURPOSE AND SCOPE

1. This Laboratory Access Security Protocol ("Protocol") establishes n

2. This Protocol applies to all employees, contractors, visitors, and this

## **2. DEFINITIONS**

1. "Restricted Areas" means laboratory spaces containing proprietary
2. "Authorized Personnel" means individuals who have completed req
3. "Security Credentials" means Company-issued access cards, biom

## **3. ACCESS AUTHORIZATION LEVELS**

1. Level 1 - General Laboratory Access

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Available to qualified R&D staff

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Requires basic safety training

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Excludes access to Restricted Areas

## 2. Level 2 - Restricted Area Access

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Limited to senior engineers and designated project leads

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Requires advanced security clearance

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Includes access to prototype development areas

## 3. Level 3 - Critical Systems Access

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Reserved for department heads and specified technical leads

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Requires executive approval

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Includes access to BlueCore(TM) proprietary systems

## **4. SECURITY PROCEDURES**

### **1. Entry Requirements**

- a) Valid Security Credentials must be displayed at all times
- b) Biometric verification required for all Restricted Area access
- c) Sign-in/sign-out mandatory via electronic logging system
- d) Visitors must be escorted by Level 2 or higher personnel

### **2. Operating Hours**

- a) Standard Access: Monday-Friday, 6:00 AM - 8:00 PM
- b) After-hours access requires department head approval
- c) Emergency access protocols governed by Section 7

### 3. Documentation Requirements

- a) Daily activity logs must be maintained
- b) All prototype handling must be recorded
- c) Testing procedures must be documented per ISO 17025 standards

## **5. PROHIBITED ITEMS AND ACTIVITIES**

1. The following items are strictly prohibited in laboratory areas:

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Personal electronic devices with recording capabilities

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Unauthorized data storage devices

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Personal tools or testing equipment

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Non-approved measurement devices

2. Prohibited activities include:

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Photography or video recording without CTO approval

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Removal of laboratory materials or prototypes

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Unauthorized software installation

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Sharing of access credentials

## **6. CONFIDENTIALITY AND DATA SECURITY**

1. All laboratory activities are subject to the Company's Master Confidentiality Policy.
2. Technical data must be stored only on approved secure servers.
3. Laboratory notebooks must remain within facility premises.
4. All testing results are classified as Confidential Information per the Company's Master Confidentiality Policy.

## **7. EMERGENCY PROCEDURES**

1. Emergency Access Protocol
  - a) Activation requires Security Director authorization

- b) Limited to designated emergency response team
- c) Automatic notification to executive leadership

## 2. Emergency Shutdown Procedures

- a) Follow posted evacuation routes
- b) Secure all prototypes and testing materials
- c) Activate environmental preservation protocols

# 8. COMPLIANCE AND ENFORCEMENT

## 1. Violation Reporting

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All security violations must be reported immediately

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Anonymous reporting available through Company compliance hotline



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Mandatory investigation of all reported incidents

## 2. Disciplinary Actions

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Access privilege suspension for minor violations

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Immediate revocation for serious infractions

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Potential termination for willful violations

## 9. PROTOCOL MAINTENANCE

1. This Protocol shall be reviewed annually by the Security Committee

2. Updates require approval from:

- - 9 -

Chief Technology Officer

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Chief Robotics Officer

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General Counsel

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Head of Security

## **10. ACKNOWLEDGMENT**

I acknowledge receipt and understanding of these Laboratory Access

Protocols:

**Name:**

**Title:** - 10 -

**Date:**

**Signature:**

APPROVED BY:

Marcus Chen

Chief Technology Officer

Polar Dynamics Robotics, Inc.

Dr. James Barrett

Chief Robotics Officer

Polar Dynamics Robotics, Inc.

Date: January 15, 2024

