

# WORKPLACE HARASSMENT PREVENTION POLICY

## WORKPLACE HARASSMENT PREVENTION

**NaviFloor Robotics, Inc.**

*Effective Date: January 1, 2024*

*Policy Number: HR-2024-001*

### 1. PURPOSE AND SCOPE

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1. NaviFloor Robotics, Inc. (the "Company") is committed to providing a wo

- - 1 -

2. This Policy applies to all employees, contractors, consultants, temporary v

## **2. DEFINITIONS**

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1. "Harassment" includes, but is not limited to:

a) Verbal conduct such as epithets, derogatory comments, slurs, or unwanted sexual advances

b) Visual conduct such as derogatory posters, photography, cartoons, drawing or gestures

c) Physical conduct such as unwanted touching, blocking normal movement, interfering with work

d) Threats or demands to submit to sexual requests

e) Retaliation for reporting or threatening to report harassment

- - 2 -

2. "Protected Characteristics" include race, color, religion, sex, gender identity

### **3. PROHIBITED CONDUCT**

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1. The Company strictly prohibits harassment based on any Protected Character

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2. The Company specifically prohibits:

a) Quid pro quo harassment

b) Hostile work environment harassment

c) Sexual harassment

d) Cyber harassment through electronic communications

e) Retaliatory actions against individuals who report harassment

## **4. REPORTING PROCEDURES**

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

a) Their immediate supervisor

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

c) Ethics Hotline: 1-800-XXX-XXXX

d) Chief People Officer

e) Legal Department (legal@navifloor.com)

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2. Reports should include:

a) Date(s) of incident(s)

b) Description of the conduct

c) Names of individuals involved

d) Names of any witnesses

e) Any supporting documentation

## **5. INVESTIGATION PROCEDURES**

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1. The Company will:

a) Promptly investigate all harassment complaints

b) Maintain confidentiality to the extent possible

c) Interview relevant parties and witnesses

d) Document findings and conclusions

e) Take appropriate corrective action

- - 5 -

2. Investigations will be conducted by trained HR professionals or qualified t

## **6. CORRECTIVE ACTION**

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

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2. Corrective actions may include:

- a) Verbal or written warnings
- b) Suspension
- c) Mandatory training
- d) Transfer or demotion
- e) Termination of employment

## **7. ANTI-RETALIATION**

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1. The Company strictly prohibits retaliation against any individual who:

- a) Reports harassment
- b) Participates in an investigation
- c) Opposes harassing practices
- d) Files an administrative complaint
- e) Exercises rights under this Policy

## **8. TRAINING REQUIREMENTS**

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1. All employees must complete harassment prevention training:

- a) Upon hire
- b) Annually thereafter
- c) When assuming supervisory roles
- d) As required by state law
- e) Upon Company request

## **9. DOCUMENTATION AND RECORD KEEPING**

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1. The HR Department will maintain records of:
  - a) All harassment complaints
  - b) Investigation materials
  - c) Training completion
  - d) Policy acknowledgments



e) Corrective actions taken

## **10. POLICY REVIEW AND UPDATES**

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1. This Policy will be reviewed annually and updated as needed to ensure con

## **11. ACKNOWLEDGMENT**

I acknowledge that I have received, read, and understand NaviFloor Robotics  
Workplace Harassment Prevention Policy.

**Name:**

**Signature:** \_

**Date:** \_

## **12. CONTACT INFORMATION**

For questions regarding this Policy, contact:

Human Resources Department

NaviFloor Robotics, Inc.

Email: [hr@navifloor.com](mailto:hr@navifloor.com)

Phone: (XXX) XXX-XXXX

*Last Updated: January 1, 2024*

*Version: 2.0*

