

REMOTE EMPLOYEE EQUIPMENT POLICY

Polar Dynamics Robotics, Inc.

Effective Date: January 15, 2024

Policy Number: POL-HR-2024-001

Version: 2.0

1. PURPOSE AND SCOPE

1. This Remote Employee Equipment Policy ("Policy") establishes guidelines and procedures for the issuance, use, maintenance, and return of company-provided equipment to remote employees of Polar Dynamics Robotics, Inc. ("Company").

2. This Policy applies to all full-time and part-time remote employees, contractors, and temporary workers who require Company equipment to perform their duties outside of Company premises.

2. DEFINITIONS

1. "Company Equipment" includes, but is not limited to:

- Laptop computers and accessories
- Mobile devices and tablets
- Specialized engineering and testing equipment
- Robotics development kits and components
- Network security hardware
- Diagnostic tools and testing apparatus
- Peripheral devices and accessories

2. "Remote Employee" refers to any individual employed by or contracted with the Company who performs their primary job duties from a location other than Company premises.

3. EQUIPMENT ISSUANCE AND SETUP

1. Standard Equipment Package

- Each remote employee will receive a standard equipment package based on their role and responsibilities, as determined by their department head and IT.
- Engineering staff working on robotics development will receive additional specialized

equipment as approved by the Chief Robotics Officer.

2. Request Process

- Equipment requests must be submitted through the Company's IT portal
- Requests must include justification and manager approval
- Processing time is typically 5-7 business days

3. Setup and Configuration

- IT will configure all equipment according to Company security protocols
- Remote employees must complete security training before equipment deployment
- Virtual setup assistance will be provided via Company's IT help desk

4. EMPLOYEE RESPONSIBILITIES

1. Care and Maintenance

- Maintain equipment in good working condition
- Report damage or malfunction immediately
- Follow manufacturer's care instructions
- Keep equipment in a secure, temperature-controlled environment
- Perform required software updates and security patches

2. Security Requirements

- Enable all required security features
- Use only Company-approved software
- Maintain current anti-virus protection
- Use secure VPN connections
- Report security incidents immediately
- Never share equipment access with unauthorized users

3. Prohibited Activities

- Personal use beyond incidental usage
- Software installation without IT approval
- Hardware modifications
- Use by non-employees

- Storage of non-work-related data
- Circumvention of security measures

5. COMPANY SUPPORT AND MAINTENANCE

1. Technical Support

- 24/7 help desk access via ticket system
- Remote troubleshooting assistance
- Hardware replacement when necessary
- Regular maintenance schedules

2. Upgrades and Replacements

- Equipment evaluation every 24 months
- Replacement based on business needs
- Technology refresh as required
- Emergency replacement for critical failures

6. RETURN OF EQUIPMENT

1. Return Requirements

- Upon employment termination
- When requested by management
- When upgrading to new equipment
- During extended leave periods

2. Return Process

- Obtain return authorization from IT
- Use Company-provided shipping materials
- Schedule pickup with approved carrier
- Complete equipment return checklist

7. LIABILITY AND INSURANCE

1. The Company maintains insurance coverage for Company Equipment.

2. Employees may be held liable for damage resulting from:

- Negligence
- Unauthorized modifications
- Violation of this Policy
- Intentional misuse

8. POLICY ENFORCEMENT

1. Violations may result in:

- Disciplinary action
- Equipment retrieval
- Cost recovery
- Legal action if warranted

9. AMENDMENTS AND UPDATES

1. The Company reserves the right to modify this Policy at any time.

2. Changes will be communicated via Company email and intranet.

10. ACKNOWLEDGMENT

I acknowledge that I have read and understand this Remote Employee Equipment Policy and agree to comply with its terms and conditions.

Employee Name: _

Employee ID: _

Date: _

Signature: _

APPROVAL

Approved by:

Katherine Wells

Chief Financial Officer

Polar Dynamics Robotics, Inc.

Date: January 15, 2024

Sarah Nordstrom

Chief Operating Officer

Polar Dynamics Robotics, Inc.

Date: January 15, 2024