

NEW HIRE ONBOARDING CHECKLIST - ENGINEERING

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NaviFloor Robotics, Inc.

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1. PRE-ARRIVAL PROCEDURES

1.1 Documentation and System Access

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☐ Complete I-9 verification documentation

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☐ Process background check authorization

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☐ Submit signed offer letter and employment agreement

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☐ Initialize employee record in Workday HRIS

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☐ Create corporate email account (@navifloor.com)

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☐ Set up access to engineering systems:

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GitLab Enterprise repository

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Jira project management

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Confluence documentation

-

AWS development environment

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ROS (Robot Operating System) workspace

1.2 Hardware and Equipment

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[] Configure development workstation (Linux/Ubuntu)

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[] Provision laptop with required software stack:

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ROS Noetic/ROS2

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Python development environment

- - 3 -

C++ development tools

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LiDAR simulation software

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NaviFloor proprietary development tools

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☐ Order security access card

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☐ Assign development hardware kit:

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Test sensors package

-

Debug interface modules

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Prototype access credentials

2. FIRST DAY PROCEDURES

2.1 HR Orientation

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☐ Complete new hire paperwork

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☐ Review Employee Handbook

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☐ Sign Confidentiality and IP Assignment Agreement

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☐ Complete W-4 and direct deposit forms

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☐ Enroll in benefits programs

- - 5 -

☐ Review workplace safety protocols

2.2 Engineering Department Orientation

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☐ Introduction to engineering team structure

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☐ Assignment of technical mentor

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☐ Review of engineering organizational chart

-

☐ Tour of robotics lab and testing facilities

-

☐ Introduction to current project teams

3. FIRST WEEK REQUIREMENTS

3.1 Technical Training

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[] Complete NaviFloor proprietary technology training:

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Terrain-mapping architecture

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Multi-surface navigation algorithms

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LiDAR integration protocols

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Fleet management platform architecture

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☐ Review codebase architecture documentation

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☐ Complete security and access control training

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☐ Review engineering documentation standards

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☐ Complete safety certification for robotics lab

3.2 Project Integration

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☐ Assign initial development tasks

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☐ Set up development environment

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☐ Review current sprint objectives

- - 8 -

[] Complete code review process training

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[] Set up debugging tools and monitoring systems

4. FIRST MONTH MILESTONES

4.1 Technical Proficiency

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[] Complete all required technical certifications

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[] Demonstrate proficiency in NaviFloor development stack

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[] Submit first code contribution

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☐ Complete initial project assignment

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☐ Pass security compliance training

4.2 Team Integration

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☐ Participate in sprint planning

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☐ Present at engineering team meeting

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☐ Complete peer review training

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☐ Join relevant technical working groups

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☐ Establish performance goals with manager

5. COMPLIANCE AND SECURITY

5.1 Required Training Modules

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☐ Data security and privacy

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☐ Export control compliance

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☐ Robot safety protocols

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☐ Emergency response procedures

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☐ Intellectual property protection

5.2 Documentation Requirements

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☐ Sign all required NDAs

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☐ Complete invention assignment agreements

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☐ Acknowledge security policies

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☐ Review safety compliance documents

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☐ Complete export control certification

6. VERIFICATION AND SIGN-OFF

The undersigned certify that all onboarding requirements have been completed

according to NaviFloor Robotics, Inc. standards and procedures.

New Hire: Date:

Title:

Engineering Manager: Date:

Title:

HR Representative: _ Date:

Title:

7. LEGAL NOTICES

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business needs and regulatory requirements. Completion of this checklist does not constitute a contract of employment or modify the at-will employment relationship between NaviFloor Robotics, Inc. and its employees.

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