

RECRUITMENT PROCESS FOR TECHNICAL POSITIONS

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Polar Dynamics Robotics, Inc.

Effective Date: January 1, 2024

Document Version: 2.0

Last Updated: December 15, 2023

1. PURPOSE AND SCOPE

1. This document establishes the standardized recruitment process for

2. This process applies to all full-time, part-time, and contract technical

2. DEFINITIONS

1. "Technical Positions" refers to roles requiring specialized technical
2. "Hiring Manager" refers to the department head or designated super
3. "Technical Assessment" refers to the Company's proprietary evalua

3. RECRUITMENT PROCESS STAGES

1. Position Authorization
 - a) All new technical positions must be approved by the Department H
Technology Officer

- b) Position requisitions must include detailed job descriptions, required qualifications, and budget approval
- c) Technical positions must align with the Company's current technology roadmap and strategic objectives

2. Job Posting and Initial Screening

- a) All positions must be posted internally for five (5) business days before external posting
- b) External postings must be distributed through approved technical recruitment channels
- c) Initial resume screening must be conducted by HR in consultation with the Hiring Manager
- d) Candidates must meet minimum qualifications for cold-environment experience where specified

3. Technical Assessment Process

- a) First Round: Online technical assessment focusing on relevant technical skills
- b) Second Round: Virtual problem-solving session with technical team
- c) Final Round: On-site technical presentation and hands-on assessment
- d) All assessments must include evaluation of cold-environment robotics knowledge where applicable

4. INTERVIEW REQUIREMENTS

1. Interview Panel Composition

- a) Minimum of three (3) technical team members
- b) At least one (1) senior engineer or technical lead
- c) Hiring Manager or designated representative

d) HR representative for compliance purposes

2. Technical Evaluation Criteria

- a) Core technical competencies relevant to position
- b) Experience with autonomous systems and navigation
- c) Knowledge of cold-environment engineering challenges
- d) Problem-solving capabilities and analytical skills
- e) Team collaboration and communication abilities

5. OFFER PROCESS

1. Offer Authorization

- a) All offers must be approved by:

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Department Head

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Chief Technology Officer

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Human Resources Director

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Chief Financial Officer (for offers exceeding standard compensation b

2. Offer Components

- a) Base compensation aligned with technical pay scales
- b) Equity compensation per current technical grant guidelines
- c) Technical certification and training allowances
- d) Relocation assistance if applicable
- e) Standard benefits package

6. COMPLIANCE AND DOCUMENTATION

1. All recruitment activities must comply with:

- a) Federal and state employment laws
- b) Equal Employment Opportunity guidelines
- c) Company's non-discrimination policies
- d) Immigration law requirements
- e) Technical certification verification procedures

2. Required Documentation

- a) Interview evaluations from all panel members
- b) Technical assessment results and scoring
- c) Reference check documentation
- d) Qualification verification records

- e) Final selection justification

7. CONFIDENTIALITY

1. All participants in the recruitment process must maintain strict confidentiality
 - a) Candidate information
 - b) Technical assessment content
 - c) Proprietary technical questions and problems
 - d) Compensation details
 - e) Selection decisions

8. AMENDMENTS AND UPDATES

1. This process document shall be reviewed annually by the Chief Technical Officer

2. Updates require approval from:

- a) Chief Technology Officer
- b) Human Resources Director
- c) Chief Operating Officer
- d) Legal Department

9. AUTHORIZATION

This document is authorized and approved by:

Dr. Elena Frost

Chief Executive Officer

Date: January 1, 2024

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Marcus Chen

Chief Technology Officer

Date: January 1, 2024

Sarah Nordstrom

Chief Operating Officer

Date: January 1, 2024

