

OVERTIME POLICY FOR LAB PERSONNEL

OVERTIME POLICY FOR LABORATORY PERSONNEL

Polar Dynamics Robotics, Inc.

Effective Date: January 15, 2024

Policy Number: HR-LAB-OT-2024-01

1. PURPOSE AND SCOPE

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1. This policy establishes guidelines and procedures for overtime work performed by laboratory personnel.

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2. This policy applies to all non-exempt laboratory personnel, including but not limited to:

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Robotics Test Engineers

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Laboratory Technicians

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Quality Control Specialists

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Environmental Chamber Operators

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Prototype Assembly Technicians

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Test Documentation Specialists

2. DEFINITIONS

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1. "Overtime" refers to all hours worked in excess of forty (40) hours in a sin

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2. "Laboratory Personnel" refers to non-exempt employees whose primary d

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3. "Critical Testing Window" refers to designated periods during which exte

3. OVERTIME AUTHORIZATION

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1. All overtime must be pre-approved in writing by:

(a) The employee's immediate supervisor; AND

(b) The Laboratory Director or Chief Robotics Officer

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2. Emergency overtime may be authorized verbally during Critical Testing W

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3. Employees shall not perform unauthorized overtime work. Working unaut

4. COMPENSATION

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1. Overtime compensation shall be paid at one and one-half (1.5) times the e

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2. Double-time (2.0) compensation shall apply to:

(a) Hours worked in excess of twelve (12) consecutive hours

(b) Hours worked on Company-designated holidays during Critical Testing V

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3. Shift differentials and cold-environment premiums shall be included in the

5. SCHEDULING AND ROTATION

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1. Laboratory Directors shall maintain an equitable rotation system for overti

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2. Employees shall not be scheduled for more than:

(a) Sixteen (16) hours in any 24-hour period

(b) Six (6) consecutive days without a full day of rest

(c) Sixty (60) hours in any workweek

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3. Minimum rest periods of eight (8) hours shall be provided between shifts.

6. SPECIAL PROVISIONS FOR CRITICAL TESTING

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1. During Critical Testing Windows, the following modifications apply:
 - (a) Extended shifts up to fourteen (14) hours may be scheduled
 - (b) Rest periods between shifts may be reduced to six (6) hours
 - (c) On-call rotation may be implemented

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2. Critical Testing Windows must be designated in writing at least 72 hours i

7. RECORD KEEPING

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1. Laboratory Personnel shall maintain accurate time records using the Comp

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2. Records must include:

(a) Start and end times for each shift

(b) Duration of meal periods

(c) Nature of work performed

(d) Environmental chamber entry/exit times

(e) Testing protocol references

8. MEAL AND REST PERIODS

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1. Laboratory Personnel working overtime shall receive:

(a) One 30-minute meal period for every 5 consecutive hours worked

(b) One 15-minute rest period for every 4 hours worked

(c) Additional breaks as required for cold-environment recovery

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2. Meal periods during overtime hours shall be compensated when employee

9. COMPLIANCE AND REVIEW

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1. The Human Resources Department shall conduct quarterly audits of overti

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2. This policy shall be reviewed annually and updated as necessary to ensure

10. EXCEPTIONS AND MODIFICATIONS

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1. Exceptions to this policy require written approval from both:

(a) The Chief Robotics Officer

(b) The Vice President of Human Resources

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2. This policy may be modified at any time at the Company's discretion, with

ACKNOWLEDGMENT

I acknowledge that I have received, read, and understand the Overtime Policy,
Laboratory Personnel.

Employee Name: _

Employee ID: _

Date: _

Signature: _

Approved by:

Dr. Elena Frost

Chief Executive Officer

Polar Dynamics Robotics, Inc.

Sarah Nordstrom

Chief Operating Officer

Polar Dynamics Robotics, Inc.

Date: January 15, 2024

