

EMPLOYEE HANDBOOK

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POLAR DYNAMICS ROBOTICS, INC.

Effective Date: January 1, 2024

1. INTRODUCTION

1 Welcome to Polar Dynamics Robotics, Inc. ("PDR" or the "Company")

2 This Handbook supersedes all previous versions and applies to all employees

2. COMPANY OVERVIEW

1 PDR specializes in developing extreme-condition autonomous mobility solutions

2 Our core values are:

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Innovation Excellence

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Safety First

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Environmental Responsibility

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Collaborative Spirit

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Customer Success

3. EMPLOYMENT POLICIES

1 Equal Employment Opportunity

PDR is an equal opportunity employer and prohibits discrimination based on race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, or any other protected characteristic.

2 At-Will Employment

Employment with PDR is at-will, meaning either the employee or PDR may terminate the employment relationship at any time, with or without cause or notice.

3 Confidentiality and Intellectual Property

All employees must sign and comply with the Company's Confidentiality and Intellectual Property Agreement, protecting PDR's proprietary information, including but not limited to the BlueCore(TM) technology platform.

4. WORKPLACE CONDUCT

1 Safety Protocols

Given our focus on robotics and automation, strict adherence to safety is mandatory. All employees must complete safety training appropriate to their role and maintain current certifications.

2 Laboratory and Testing Facility Rules

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Proper PPE must be worn in designated areas

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No unauthorized access to robot testing zones

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Immediate reporting of safety incidents

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Compliance with cold-environment safety procedures

3 Code of Ethics

Employees must maintain high ethical standards and comply with all applicable laws, regulations, and company policies.

5. COMPENSATION AND BENEFITS

1 Compensation

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Pay periods: Bi-weekly

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Performance reviews: Annual

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Equity participation: As per individual agreements

- - 5 -

Bonus structure: Based on company and individual performance

2 Benefits Package

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Health insurance (medical, dental, vision)

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401(k) with company match

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Life and disability insurance

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Professional development allowance

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Flexible spending accounts

6. WORK SCHEDULES AND LEAVE

1 Standard Work Hours

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Core hours: 9:00 AM - 4:00 PM EST

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Flexible scheduling available with manager approval

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Remote work policies as per department guidelines

2 Paid Time Off (PTO)

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20 days annual PTO

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10 paid holidays

- - 7 -

Sick leave as per state requirements

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Parental leave: 12 weeks paid

7. TECHNOLOGY AND SECURITY

1 Acceptable Use Policy

Employees must follow IT security protocols and protect company systems, particularly those related to robotics control and navigation systems.

2 Device Policy

Company-issued devices must be used in accordance with security guidelines and returned upon employment termination.

8. COMPLIANCE AND REPORTING

1 Reporting Violations

Employees should report violations through:

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Direct supervisor

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HR department

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Anonymous ethics hotline

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Compliance email: compliance@polardynamics.com

2 Non-Retaliation

PDR strictly prohibits retaliation against any employee who reports violations.

in good faith.

9. HANDBOOK ACKNOWLEDGMENT

I acknowledge receipt of the PDR Employee Handbook and understand my responsibility to read and comply with the policies contained herein and any revisions made to it.

Employee Name: __

Employee Signature:

Date: __

10. AMENDMENTS

PDR reserves the right to modify, revoke, suspend, terminate, or change

all policies in this Handbook at any time, with or without notice. The most current version will be maintained on the company intranet.

Last Updated: January 1, 2024

Version: 3.2

