

# **EMPLOYEE REFERRAL PROGRAM GUIDELINES**

**Polar Dynamics Robotics, Inc.**

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## **1. PURPOSE AND SCOPE**

1. These Employee Referral Program Guidelines (the "Guidelines") establish the terms, conditions, and procedures governing the employee referral program (the "Program") of Polar Dynamics Robotics, Inc. (the "Company").
2. The Program is designed to attract qualified candidates for employment through referrals from current employees while maintaining compliance with all applicable employment laws and regulations.

## **2. DEFINITIONS**

1. "Referring Employee" means any current full-time or part-time employee of the Company who refers a candidate in accordance with these Guidelines.
2. "Referred Candidate" means an individual who is referred to the Company for employment consideration through the Program.
3. "Referral Bonus" means the monetary compensation paid to a Referring Employee upon successful placement and retention of a Referred Candidate.

## **3. ELIGIBILITY**

1. Referring Employee Eligibility:
  - a) Must be actively employed by the Company at the time of referral and bonus payment
  - b) Must not be involved in the hiring decision for the referred position
  - c) Must not be a member of the Company's executive leadership team or HR department
  - d) Must be in good standing with no active disciplinary actions
2. Referred Candidate Eligibility:
  - a) Must not be a current or former employee of the Company within the past 24 months

- b) Must not be currently engaged with the Company as a contractor or consultant
- c) Must not be already under consideration through other recruitment channels
- d) Must meet the minimum qualifications for the position as specified in the job posting

#### **4. REFERRAL PROCESS**

##### **1. Submission Requirements:**

- a) Referrals must be submitted through the Company's designated HR portal
- b) Referring Employee must provide candidate's current resume and contact information
- c) Referral must specify the position(s) for which the candidate is being referred
- d) Written consent from the Referred Candidate must be obtained prior to submission

##### **2. Timing and Validity:**

- a) Referrals are valid for 12 months from the date of submission
- b) First referral received will be honored in cases of multiple referrals
- c) Referrals must be submitted prior to candidate's application through other channels

#### **5. REFERRAL BONUS STRUCTURE**

##### **1. Technical Positions:**

- a) Robotics Engineers: \$5,000
- b) Software Developers: \$4,000
- c) Systems Engineers: \$4,000
- d) Technical Specialists: \$3,000

##### **2. Non-Technical Positions:**

- a) Management Roles: \$3,000
- b) Professional Staff: \$2,000
- c) Support Staff: \$1,000

##### **3. Payment Schedule:**

- a) 50% paid after Referred Candidate completes 90 days of employment
- b) Remaining 50% paid after Referred Candidate completes 180 days of employment

#### **6. TERMS AND CONDITIONS**

1. All referral bonuses are subject to applicable taxes and withholdings.
2. Referring Employee must be actively employed at the time of both bonus payments.
3. The Company reserves the right to:
  - a) Modify or terminate the Program at any time without prior notice
  - b) Determine final eligibility for referral bonuses
  - c) Resolve any disputes or questions regarding the Program
4. Participation in the Program constitutes acceptance of these Guidelines.

## **7. COMPLIANCE AND ETHICS**

1. All referrals must comply with the Company's Equal Employment Opportunity policies.
2. Referring Employees must disclose any potential conflicts of interest.
3. The Company prohibits any form of discrimination or preferential treatment in the referral process.

## **8. ADMINISTRATION**

1. The Human Resources Department shall be responsible for:
  - a) Program administration and implementation
  - b) Processing referral submissions
  - c) Determining bonus eligibility
  - d) Maintaining program records
2. Questions regarding the Program should be directed to [referral@polardynamics.com](mailto:referral@polardynamics.com).

## **9. AMENDMENTS**

1. These Guidelines may be amended from time to time at the Company's sole discretion.
2. Current Guidelines will be maintained on the Company's internal HR portal.

## **ACKNOWLEDGMENT**

By participating in the Program, employees acknowledge receipt and understanding of these Guidelines and agree to comply with all terms and conditions contained herein.

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*Approved by: Katherine Wells, CFO*

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