

EMPLOYEE HANDBOOK v3.2

POLAR DYNAMICS ROBOTICS, INC.

Effective Date: January 1, 2024

1. INTRODUCTION

1 **Purpose and Scope**

This Employee Handbook ("Handbook") establishes the policies, procedures, and working conditions for all employees of Polar Dynamics Robotics, Inc. ("Company" or "PDR"). This version 3.2 supersedes all previous versions and amendments.

2 **At-Will Employment**

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

2. PROPRIETARY INFORMATION AND CONFIDENTIALITY

1 **Confidential Information**

Employees must protect PDR's confidential information, including but not limited to:

- IceNav(TM) AI navigation algorithms and source code
- Cold-resistant actuator designs and specifications
- Thermal management system architectures
- Customer data and deployment configurations
- Research and development initiatives
- Financial data and projections

2 **Intellectual Property**

All inventions, improvements, and discoveries made by employees during their employment relating to autonomous mobile robots, cold-environment operations, or navigation systems are the exclusive property of PDR.

3. WORKPLACE SAFETY AND OPERATIONS

1 **Laboratory and Testing Facility Safety**

Employees working in cold-environment testing facilities must:

- Complete PDR's Cold Environment Safety Training (CEST)
- Wear appropriate protective equipment
- Follow all safety protocols for robot testing and validation
- Report any equipment malfunctions or safety concerns immediately

2 ****Remote Work Policy****

PDR maintains a hybrid work model for eligible positions. Engineering and R&D staff must be on-site when conducting physical robot testing or hardware development.

4. COMPENSATION AND BENEFITS

1 ****Equity Compensation****

Eligible employees receive restricted stock units (RSUs) subject to a 4-year vesting schedule with a 1-year cliff, as detailed in individual grant agreements.

2 ****Healthcare and Insurance****

PDR provides comprehensive health coverage through BlueCross BlueShield, including:

- Medical, dental, and vision coverage
- Life insurance (2x annual salary)
- Short and long-term disability
- HSA contribution matching up to \$1,500 annually

5. CODE OF CONDUCT

1 ****Ethics and Compliance****

Employees must:

- Comply with all applicable laws and regulations
- Maintain highest standards of professional conduct
- Report any violations through PDR's ethics hotline
- Avoid conflicts of interest

2 ****Social Media Policy****

Employees may not:

- Share confidential company information
- Post photos of unreleased products

- Represent PDR without authorization
- Engage in online discussions about proprietary technology

6. PERFORMANCE AND DEVELOPMENT

1 **Performance Reviews**

Formal reviews occur semi-annually, evaluating:

- Technical competency
- Project contributions
- Leadership and collaboration
- Innovation and problem-solving

2 **Professional Development**

PDR supports continuing education through:

- Annual training allowance (\$5,000)
- Conference attendance sponsorship
- Internal technical workshops
- Robotics certification programs

7. ACKNOWLEDGMENT AND UPDATES

1 **Handbook Updates**

PDR reserves the right to modify this Handbook at any time. Material changes will be communicated to employees via company email.

2 **Employee Acknowledgment**

Employees must acknowledge receipt and review of this Handbook through PDR's HR portal within 5 business days of receiving access.

8. LEGAL NOTICES

1 **Governing Law**

This Handbook shall be governed by and construed in accordance with the laws of the State of Delaware.

2 **Severability**

If any provision of this Handbook is found to be unenforceable, the remaining provisions shall continue in full force and effect.

Last Updated: January 1, 2024

Version: 3.2

Approved by: Katherine Wells, CFO

Legal Review: Corporate Counsel