

TEAM LEAD PROMOTION CRITERIA DOCUMENT

Polar Dynamics Robotics, Inc.

Effective Date: January 15, 2024

Document ID: HR-TL-2024-001

1. PURPOSE AND SCOPE

1. This Team Lead Promotion Criteria Document ("Criteria Document") establishes the standardized framework and requirements for promotion to Team Lead positions within Polar Dynamics Robotics, Inc. ("Company").

2. This document applies to all divisions and departments of the Company, including but not limited to Engineering, Manufacturing, Research & Development, Quality Assurance, and Operations.

2. DEFINITIONS

1. "Team Lead" refers to a management position responsible for directing and supervising a functional team of 3-10 employees.

2. "Technical Competency" encompasses specific skills related to robotics, automation, cold-environment operations, or relevant departmental expertise.

3. "Leadership Experience" refers to demonstrated capability in team management, project coordination, and personnel development.

3. MINIMUM ELIGIBILITY REQUIREMENTS

1. Employment Duration

- Minimum two (2) years continuous employment with the Company
- Minimum one (1) year in current role or equivalent position

2. Performance History

- "Exceeds Expectations" rating in last two performance reviews
- No active disciplinary actions within previous 12 months
- Demonstrated mastery of current role responsibilities

4. TECHNICAL QUALIFICATIONS

1. Engineering/Technical Teams

- Advanced degree in robotics, engineering, or related field
- Minimum of three (3) years hands-on experience with Company's proprietary technologies
- Demonstrated expertise in IceNav platform or cold-environment robotics
- Two (2) or more successful project implementations as technical lead

2. Operations/Manufacturing Teams

- Comprehensive understanding of Company's manufacturing processes
- Certification in relevant quality management systems
- Demonstrated experience in production optimization
- Proven track record of process improvement initiatives

5. LEADERSHIP COMPETENCIES

1. Required Skills

- Demonstrated ability to mentor and develop team members
- Strong project management and resource allocation capabilities
- Excellent communication and interpersonal skills
- Problem-solving and decision-making proficiency

2. Experience Requirements

- Previous leadership of at least two (2) major initiatives or projects
- Documentation of successful cross-functional collaboration
- Evidence of effective conflict resolution and team building
- Budget management experience preferred

6. PROMOTION PROCESS

1. Nomination and Application

- Direct supervisor recommendation required
- Submission of promotion application package
- Current resume and statement of leadership philosophy
- Documentation of qualifying experiences and achievements

2. Assessment

- Technical competency evaluation
- Leadership assessment center participation
- Structured interview with department leadership
- Review of past performance evaluations

3. Final Approval

- Department Head recommendation
- HR review and validation
- Executive leadership approval for final selection

7. COMPENSATION AND BENEFITS

1. Upon promotion to Team Lead position:

- Salary adjustment per Company compensation guidelines
- Eligibility for enhanced bonus structure
- Additional stock option grants as applicable
- Leadership development program participation

8. ONGOING REQUIREMENTS

1. Maintenance of Position

- Annual leadership competency review
- Ongoing professional development
- Maintenance of technical certifications
- Regular team effectiveness evaluations

9. AMENDMENTS AND UPDATES

1. This document may be modified or updated at the Company's discretion with appropriate notice to affected employees.

2. Reviews of criteria will be conducted annually by HR in consultation with department leadership.

10. LEGAL DISCLAIMER

This document does not constitute an employment contract or guarantee of promotion. The Company reserves the right to modify promotion criteria, timing, and selection processes based on business needs and circumstances. All promotions are subject to available positions and business requirements.

ACKNOWLEDGMENT

The undersigned acknowledges receipt and understanding of this Team Lead Promotion Criteria Document.

Date: _

Employee Name: _

Employee Signature: _

HR Representative: _

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Last Updated: January 15, 2024

Approved By: Katherine Wells, CFO

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