

EMPLOYEE GRIEVANCE PROCEDURE GUIDELINES

Polar Dynamics Robotics, Inc.

Effective Date: January 15, 2024

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1. PURPOSE AND SCOPE

1. These Employee Grievance Procedure Guidelines ("Guidelines") establish the formal process for addressing and resolving workplace grievances at Polar Dynamics Robotics, Inc. ("Company").
2. These Guidelines apply to all full-time, part-time, and temporary employees of the Company, including those working at manufacturing facilities, research laboratories, and corporate offices.

2. DEFINITIONS

1. "Grievance" means any work-related concern, problem, or complaint that an employee wishes to bring to the Company's attention for resolution.
2. "Grievant" refers to the employee filing the grievance.
3. "Responding Party" means the individual(s) or department against whom the grievance is filed.
4. "Working Days" means Monday through Friday, excluding Company-recognized holidays.

3. INFORMAL RESOLUTION

1. Employees are encouraged to first attempt to resolve workplace issues informally through direct communication with their immediate supervisor or the involved parties.
2. Human Resources representatives are available to facilitate informal discussions and provide guidance on conflict resolution.

4. FORMAL GRIEVANCE PROCEDURE

1. Step One - Initial Filing
 - a) Grievances must be submitted in writing using the Company's Grievance Form within ten (10) working days of the incident.
 - b) The form must be submitted to Human Resources and include:

- Detailed description of the grievance
- Specific policy violations, if applicable
- Desired resolution
- Supporting documentation

2. Step Two - Investigation

- a) Human Resources will acknowledge receipt within two (2) working days
- b) A formal investigation will commence within five (5) working days
- c) The investigation may include:
 - Interviews with relevant parties
 - Review of documentation
 - Consultation with department heads
 - Analysis of applicable policies

3. Step Three - Initial Decision

- a) Human Resources will issue a written decision within fifteen (15) working days
- b) The decision will include:
 - Summary of findings
 - Proposed resolution
 - Appeal rights and procedures

5. APPEAL PROCESS

1. First-Level Appeal

- a) Grievant may appeal the initial decision within five (5) working days
- b) Appeals must be submitted in writing to the Director of Human Resources
- c) Review by a three-person panel comprising:
 - Department head
 - HR representative
 - Neutral senior manager

2. Final Appeal

- a) Final appeals must be submitted to the Chief Operating Officer within five (5) working days

- b) Decision will be rendered within ten (10) working days
- c) The COO's decision shall be final and binding

6. CONFIDENTIALITY AND NON-RETALIATION

1. All grievance proceedings shall be kept confidential to the extent possible.
2. The Company strictly prohibits retaliation against any employee for filing a grievance or participating in the grievance process.

7. DOCUMENTATION AND RECORD KEEPING

1. Human Resources shall maintain all grievance records for seven (7) years.
2. Records shall include:
 - Original grievance filing
 - Investigation materials
 - Interview notes
 - Decisions and appeals
 - Final resolution documentation

8. SPECIAL CIRCUMSTANCES

1. Grievances involving senior management shall be submitted directly to the CEO's office.
2. Grievances related to workplace safety or regulatory compliance may be expedited.

9. MODIFICATIONS AND UPDATES

1. The Company reserves the right to modify these Guidelines at any time.
2. Material changes will be communicated to all employees with thirty (30) days' notice.

ACKNOWLEDGMENT

These Guidelines have been reviewed and approved by the Company's Legal Department and Executive Leadership Team.

Approved by:

Katherine Wells

Chief Financial Officer

Sarah Nordstrom

Chief Operating Officer

Date: January 15, 2024

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